1. SUMMARY

This paper recommends a number of amendments to the remit and composition of the University's Capital Programme Management Committee.

2. CONTEXT

At the current time, CPMC has a number of responsibilities, including approving and making recommendations on the University's rolling 10-Year Capital Programme, which encompasses both estate and IT based projects. It also approves, on an annual basis, the allocation of long term maintenance or recurrent funding for smaller scale projects for both of these areas. However, for major capital projects where the budget value exceeds £1 million, the Committee only manages progress at portfolio level on all estate-based projects; all major IT projects are overseen via a parallel process, through the Digital Strategy Committee. While the University may wish to consider reviewing this arrangement, at least in terms of how it receives reports and monitors progress on major capital projects across both portfolios, the recommended changes here are based on current arrangements.

3. PROPOSED REVISIONS TO CPMC REMIT AND COMPOSITION

The following proposes changes to both the remit and composition.

3.1. TITLE, PURPOSE AND REMIT

TITLE:
The Capital Programme Management Committee.

PURPOSE:
To provide a strategic oversight, guidance, monitoring and control function relating to the selection, approval and management of all major* institutional capital and infrastructure projects within the University's wider project portfolio; and, to make recommendations to the University Operating Board and Court, via the University Management Group.

REMIT:

- To review and approve the capital programme and planned expenditure on an annual basis, across all areas (i.e. capital projects, long term maintenance (LTM), acquisitions and disposals), and to recommend changes to the capital programme, in response to environmental changes; for example, changes in financial constraints, budgetary requirements or institutional strategic priorities.
- To ensure all major capital projects recommended for selection by the University align with and support key institutional strategic objectives, and to inform capital planning accordingly.
- To provide oversight and guidance on the selection and prioritisation of all capital projects.
- To receive and approve specific project proposals and briefs, taking account of overall campus cohesion.
- To ensure at portfolio level that all capital projects undertaken by the University are managed and delivered using the appropriate project management methodology and authorisations.
- To ensure coordination, prioritisation and sequencing is appropriate between projects, taking account of space planning issues and space requirements.
- To receive and consider reports from all Capital Project Boards, to monitor progress, spend and funding arrangements.
To consider and suggest any further development of the Campus Development Framework and associated zone/mini master plans.

To provide oversight and guidance on LTM expenditure (buildings and IT).

To provide oversight and guidance on acquisitions and disposals for land and buildings.

To inform and make recommendations to the Operating Board and Court accordingly as part of a regular reporting process.

To ensure due consideration is given across all projects to Sustainability and Social Responsibility, Risk Management and Health, Safety and Wellbeing.

To act within authority delegated from Operating Board on an ongoing basis.

Major capital projects are defined as being all institutional projects considered Medium to High Risk where success or failure may have an impact upon University strategy (Project value circa £1m and above). However, the Committee may request regular updates on projects of smaller budgetary value, where they are considered to be of particular strategic importance; this will be done at the Committee’s discretion.

3.2. COMPOSITION:

The changes recommended to the composition reflect organisational structural changes made previously. They have been designed to align with the remits of key stakeholders both among the Senior Management Team and across Professional Services. There is also a focus on keeping the Committee membership relatively streamlined, to enable more effective dialogue and decision making.

- Convener: Senior Vice-Principal
- Vice-Principal (Research)
- Vice-Principal (Education)
- Vice-Principal (International Partnerships)
- University Secretary
- President of the Students’ Association
- Director of Finance
- Director of Digital and Information Services
- Director of Estates and Facilities
- Director of Planning
- Deputy Director of Estates and Facilities (Planning and Development)
- Clerk: Head of Strategic Planning

In Attendance:

All Project Sponsors for major capital projects reporting into the Committee will be invited to attend each meeting, along with the relevant Project Director. The Committee will also co-opt others to attend, as and when required.

4. RECOMMENDATION

SMT is invited to consider and approve the changes recommended above.

5. FURTHER INFORMATION

Further information can be obtained in the first instance from Professor Phil Hannaford, Interim Senior Vice-Principal, Convenor of the Committee, or Mr Iain Grant, Head of Strategic Planning, Clerk to Committee (i.grant@abdn.ac.uk).