UNIVERSITY OF ABERDEEN

ESTATES COMMITTEE

**TERMS OF REFERENCE**

1. **Committee Title**

ESTATES COMMITTEE

1. **Date of Establishment**

November 2019 (previously Capital Programme Management Committee)

1. **Chair and Administrative Support Area**

Chair: Senior Vice-Principal

Clerk: Governance & Executive Support Team

1. **Purpose**

The Estates Committee is responsible for overseeing the development of the University’s estate, ensuring that physical spaces support the delivery of our [Aberdeen 2040](https://www.abdn.ac.uk/2040/) ambitions, encourage interdisciplinary exchange and innovation and meet the current and future needs of our students and staff.

**5 Remit**

* Oversee the selection, prioritisation and control of the University’s portfolio of strategic projects within the Directorate of Estates & Facilities in line with (i) the strategic priorities outlined in Aberdeen 2040, (ii) the University’s capacity to deliver, and (iii) the institutional benefits management and realisation processes;
* Have strategic insight and awareness of the estate’s contributions to the university’s balance sheet and income statements;
* Oversee the benefits realisation of strategic projects within the Committee’s portfolio;
* Lead and oversee the process of re-imagining our physical estate, encouraging broad engagement in the consultation process and delivering a master plan for the Old Aberdeen and Foresterhill campuses that has at its heart the creation of attractive, digitally rich spaces that will (i) generally enhance interdisciplinary exchange and innovation and (ii) create a flagship physical locus for the five Interdisciplinary Challenges;
* Monitor and evaluate progress against the ambitions outlined within the master plan and associated KPIs, making supportive and constructive recommendations to enhance effectiveness and implement remedial actions as required;
* Oversee the development, implementation, review and mitigation of the estate-related risks within the institutional Risk Register;
* Promote and embed key University values and ambitions within all aspects of estate-related activities, including (i) Sustainability and Social Responsibility (including alignment with the UN Sustainable Development Goals), (ii) Risk Management, (iii) Health, Safety & Wellbeing and (iv) Inclusion, working closely with other University committees and/or working groups as required;
* Exercise appropriate governance and oversight to support the Estates & Facilities Directorate in the strategic and operational management of the University’s physical estate, including asset management, leasing and licencing transactions, delivery of small works/capital projects, ongoing maintenance & repair programmes, facilities management, space allocation & management, campus & commercial services, student accommodation , energy/environmental sustainability issues relating to the estate and generation of estate-related commercial income;
* Oversee the work of the Space Management Group (and its Learning & Teaching Spaces Sub-Group), including receiving and considering regular progress update reports and recommendations as appropriate;
* Make recommendations to the Senior Management Team, Finance & Resourcing Committee and/or University Court on the establishment of capital/strategically important projects in line with the master plan, including the provision of guidance on budgetary implications/value for money and procurement matters;
* Provide strategic oversight of the acquisition and disposal of land and/or buildings within the level of authority delegated to the Committee, making recommendations to the Senior Management Team, Policy and Resources Committee/University Court as appropriate; and
* Scan the external horizon to ensure the University (i) continues to meet legislative/regulatory compliance requirements and best practice guidelines, and (ii) considers innovative approaches to managing and developing the physical estate e.g. new ways of developing, designing and utilising space, alternative funding mechanisms etc.

1. **Composition and Membership 2023-24**

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| **Composition** | **Membership** |
| **Chair** | Karl Leydecker |
| **Two Elected Members of Senate** | Fiona Stoddard  Lesley Lancaster |
| **University Secretary & Chief Operating Officer** | Tracey Slaven |
| **Vice-Principal (Education)** | Kirsty Kiezebrink, Dean for Educational Innovation (nominee) |
| **Vice-Principal (Regional Engagement)** | Pete Edwards |
| **Vice-Principal (Research)** | Nick Forsyth |
| **Director of Estates and Facilities** | Morag Beers |
| **Chief Financial Officer** | Mark White |
| **Director of Digital and Information Services** | Brian Henderson |
| **Director of Planning & Governance** | Hulda Sveinsdottir |
| **One Head of School** | Graeme Paton |
| **One School Administration Manager** | Sarah Duncan |
| **Student Representation** | Tonis Tilk |
| **Co-opted (attend for specific items of business):** | |
| **Project Sponsors (as required)** | TBC as required |
| **In Attendance:** | |
| **Staff from Estates & Facilities as determined by the Director, normally to include:**  **Deputy Director of Estates & Facilities (Operations)**  **Head of Projects & Small Works / Deputy Director (Planning & Development)** | Bob Philp  Paul Gormley |
| **Representative from the project Management Office (at their discretion, attendance not required)** | Iain Grant/Matthew Robertson |
| **Professional Services Directors and/or nominees to provide input to specific items of business as required** | As required by agenda items |
| **Clerk** | Heather Crabb |

If additional information or consultation is required on any aspect of business under consideration, the Committee will co-opt individuals (internal and/or external to the University) as advisory members e.g. external professional advisers, procurement specialists, Development Trust representatives etc.

**7 Committee Governance**

The following points should be noted:

* The Estates Committee reports to the Senior Management Team. Matters requiring the approval of the University Court will be referred via the Finance & Resourcing Committee.
* The Committee is expected to normally meet 4 times per year.
* The quorum necessary shall be 50% of the membership (including Chair).
* The Committee will have the discretion to create sub-groups, as and when appropriate.
* Paperwork for each meeting will be co-ordinated in advance and circulated by the Clerk, at least five working days prior to each meeting.

The Estates Committee has approval authority, in line with the University’s Delegated Authority Schedule, to undertake the purchase, sale of land or buildings, or other items of equipment of up to £500K in value (within existing approved budgets) and with reference to Funding Council requirements where exchequer funded assets or exchequer funds are involved. The Senior Management Team has also delegated approval authority to the Estates Committee for projects up to £500K in value, within existing budget plans.

Updated: 25 February 2022

Approved by PaRC: 10 March 2022

Approved by SMT: 14 September 2023

Reviewed: 15 August 2022

4 September 2023