UNIVERSITY OF ABERDEEN

ESTATES COMMITTEE

TERMS OF REFERENCE

1 COMMITTEE TITLE

ESTATES COMMITTEE

2 DATE OF ESTABLISHMENT

November 2019 (previously Capital Programme Management Committee)

3 CHAIR AND ADMINISTRATIVE SUPPORT AREA

Chair: Senior Vice-Principal
Clerk: Senior Vice-Principal’s Office

4 PURPOSE

The Estates Committee’s purpose is to oversee the University’s estate in order that it can support world-class academic, teaching and research activity in accordance with the University’s foundational purpose and strategic plan and, to make recommendations to the Policy and Resources Committee and Court.

5 REMIT

5.1 Strategy and Planning

- To develop, monitor, review and oversee the implementation of the University Estates Strategy, ensuring that it fulfils our estate-related commitment as outlined in the Aberdeen 2040 strategic plan: To enhance our buildings to create virtual and physical spaces that enable interdisciplinary exchange and innovation;
- To have strategic oversight of the functions within the Estates & Facilities Directorate, including receiving and considering all estate planning and strategy documentation;
- To regularly review and consider the risks (and underpinning Risk Register(s)) associated with the University estate;
- To inform and make recommendations to the Policy and Resources Committee and Court accordingly as part of a regular reporting process;
- To consider and suggest further development of the Campus Development Framework and associated zone/mini master plans;
- To receive and consider updates and reports from the Institutional Space Management Groups.

5.2 Development and Capital

- To review and approve the capital programme, taking into account appropriate environmental and strategic changes, and planned expenditure on an annual basis, across all areas;
- To provide oversight and guidance on the selection and prioritisation of all capital projects (both led by and impacting upon the University);
- 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 receive and consider reports from all Capital Project Boards (including Project Boards relating to projects which are led by University partners/stakeholders), to
monitor progress, spend and funding arrangements and provide oversight to and
guidance on LTM expenditure.

5.3 Acquisitions and Disposals

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

5.4 Policy and Advice

- To ensure due consideration is given across all projects to (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;
- To act within authority delegated from the Policy and Resources Committee on an
  ongoing basis.

6 COMPOSITION AND MEMBERSHIP 2020-21

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<thead>
<tr>
<th>COMPOSITION</th>
<th>MEMBERSHIP</th>
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<tbody>
<tr>
<td>CHAIR</td>
<td>Karl Leydecker</td>
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<tr>
<td>TWO ELECTED MEMBERS OF SENATE</td>
<td>Amy Bryzgel</td>
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<td></td>
<td>Neil Vargesson</td>
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<td>VICE-PRINCIPAL (STUDENT RECRUITMENT)</td>
<td>Alan Speight</td>
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<tr>
<td>VICE PRINCIPAL FOR RESEARCH</td>
<td>Marion Campbell</td>
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<tr>
<td>VICE-PRINCIPAL (INTERNATIONAL PARTNERSHIPS)</td>
<td>Richard Wells</td>
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<tr>
<td>VICE-PRINCIPAL (EDUCATION)</td>
<td>Ruth Taylor</td>
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<tr>
<td>DIRECTOR OF OPERATIONS</td>
<td>Debbie Dyker</td>
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<tr>
<td>PRESIDENT OF THE STUDENTS’ ASSOCIATION</td>
<td>Cecilia Wallback</td>
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<tr>
<td>DIRECTOR OF FINANCE</td>
<td>David Beattie</td>
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<td>DIRECTOR OF DIGITAL AND INFORMATION SERVICES</td>
<td>Brian Henderson</td>
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<td>DIRECTOR OF ESTATES AND FACILITIES</td>
<td>Angus Donaldson</td>
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<td>DIRECTOR OF PLANNING</td>
<td>Hulda Sveinsdottir</td>
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<td>DEPUTY DIRECTOR OF ESTATES AND FACILITIES</td>
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<tr>
<td>(PLANNING AND DEVELOPMENT)</td>
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<td>CO-OPTED:</td>
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<tr>
<td>PROJECT DIRECTOR, SCIENCE TEACHING HUB</td>
<td>Graeme Paton</td>
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<tr>
<td>PROJECT DIRECTOR, JOHNSTONE REDEVELOPMENT</td>
<td>Graeme Nixon</td>
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<td>PROJECT DIRECTOR, KING’S QUARTER</td>
<td>Vacancy</td>
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<td>CLERK</td>
<td>Heather Crabb</td>
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7 COMMITTEE GOVERNANCE

The following points should be noted:

- The Committee will report directly to the Policy and Resources Committee.
- The Committee is expected to meet once every 6-8 weeks.
- 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.
- 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.
- 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 of strategic importance; this will be
done at the Committee’s discretion.