



ESTATES STRATEGY GROUP (ESG) TERMS OF REFERENCE

(ORIGINALLY APPROVED BY THE BOARD 11TH MAY 2018/
UPDATED AND APPROVED BY THE BOARD 10TH JULY 2023)

1. Membership

The membership will comprise 6 members:

- The Principal
- Chair of the Corporation
- Chair of the Finance & Estates Committee
- 3 other members of the Board

No member of the Audit Committee may serve on the Estates Strategy Group.

Membership may include up to 2 co-opted members who are not Governors but have relevant skills or experience,

2. Quorum

The quorum shall comprise 3 Members of the Committee, one of whom must be a College Governor, if the Committee has co-opted members at the time.

3. Purpose

The Finance and Estates Committee is required to lead the Corporation on all strategic and policy matters related to the finance, IT and estates management of the College, including the various requirements for professional services, in accordance with the Articles of Government.

The ESG is a time-limited working group of the Corporation. Its purpose is to support and advise the Executive and the Board on the delivery of the HSDC Estates Strategy.

4. Appointment of Chair

The Committee will elect a Chair and Vice-Chair.

5. Officers in Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting. Those in attendance will normally include:

- Deputy Principal Curriculum
- Deputy Principal, Finance & Facilities
- The College's retained Estates Project Advisor and his team

All persons In Attendance shall have no voting rights.

6. Meetings

- i) The Group shall meet as and when necessary for the proper discharge of its responsibilities.
- ii) The Clerk to the Corporation shall act as Clerk to the Group.

- iii) All responsibilities of the Group will be subject to the Corporation's approved levels of delegation to the ESG which are outlined below. Any recommendation of the Group outside these delegated powers, shall be referred to the Finance & Estates Committee and/or the Corporation for approval.
- iv) Reports of the ESG will be considered at the earliest subsequent meeting of the Corporation. The Chair of the ESG will exercise his/her discretion in reporting other matters to the full Corporation in between such meetings.

7. Delegated Authority

The ESG shall, at its discretion, exercise the following powers under the full delegated authority of the Corporation:

- Authorisation of contracts with a value of up to £3,000,000 (£3 million);
- Authorisation of variances/virements within the overall approved project expenditure budget of a maximum of 5% of the budget figure;
- Authorisation to accept grant funding and/or loan agreements within individual value of £3,000,000 or less, subject to such grants and/or loans being part of a capital project which has been approved by the Corporation.

The following powers are further delegated to the Principal:

- Authorisation of variances within the overall approved project expenditure budget of a maximum of 1% of the budget figure;
- Authorisation of virements within the overall approved project expenditure budget of a maximum of £100,000;
- Authorisation of contracts with a value of up to £150,000.

These delegations are to be considered as authorised changes to the College's Financial Regulations or the purposes of the execution of the Estates Strategy project only.

8. Terms of Reference

- (i) Support and advise the Executive and the Board on the delivery of HSDC Estates Strategy.
- (ii) Consider and recommend to the Corporation a series of projects to be delivered in order to execute the strategy including, residential sales, internal reconfiguration and refurbishment, new build of educational buildings and associated sub projects.
- (iii) Review and monitor the delivery of the above projects with regard to quality, cost and timing.
- (iv) Authorise expenditure and transactions within the delegated powers and recommend to the full Corporation other items of expenditure and land transactions above those limits.
- (v) Oversee the timing of and process of any site sale including the appointment of a land agent and the sales tendering process – making recommendations to the Board as appropriate.
- (vi) Receive regular assurance reports (Gateway Reviews and Design Reviews) from the Executive and their advisors on the delivery of the Estates Strategy.
- (vii) Have oversight, on behalf of the Board, of the Risk Register in relation to the Estates Strategy.
- (viii) Review and recommend to the board the submission of any appropriate applications for capital support to the LEP or other grant awarding body.
- (ix) Receive updates on the financial position of the individual projects within the strategy and, authorise budget virements in accordance with the delegated powers.
- (x) Act as a sounding board on the engagement with the local community, businesses, and other stakeholders (including the local Council, the Havant Hockey Club, college employers and others) for the delivery of the Estates Strategy.