# Introduction

Appointed by Court, the **Estates and Sustainability Committee** (ESC) provides oversight of all estates and sustainability related matters for the University. The committee will approve and monitor progress in implementing all relevant strategies and major capital projects in these areas, including the University's Estate Strategy and Sustainability Strategy.

# Committee remit

The mandate for the ESC is as follows:

* + Review and approve the University’s Estates Strategy and Campus Development Plan, prior to consideration by Court
  + Review and approve the University’s Sustainability Strategy, prior to consideration by Court
  + Approve the University's Maintenance plan
  + Oversee progress in implementing these strategies through twice-yearly reports from the Executive
  + Review and recommend relevant major capital projects, prior to consideration by Finance Committee and Court
  + Receive and review an annual update on the Estates Directorate and Sustainability Risk Registers
  + Receive twice-yearly reports from the Campus Development and Maintenance Group and the Sustainability Working Group

# Scheme of Delegation

The following details the delegated authority for the EC and shows how it is placed in the overall University Scheme of Delegation with escalation to Finance Committee, or Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Approve Estates and Sustainability Strategies (pre-Court) | N/A | Estates and Sustainability Committee | Court |
| Review and make recommendations to Finance Committee on estates & sustainability related expenditure | >£3m  <£25m | Executive Director of Finance | Finance Committee |
| Review and make recommendation to Finance Committee on variances on individual estates related project budgets | >£0.5m | Executive Director of Finance | Finance Committee |
| Approve Estates and Sustainability capital spend or acquisitions/ sales | >£500k or change requests >5% of budget | Investment Committee | Estates Committee |
| Approve Estates and Sustainability capital spend or acquisitions/ sales | <£500k | Executive Director of Estates |  |
| Approve Estates and Sustainability expenditure | >£500k | Investment Committee | Court |
| Approve Estates and Sustainability related contracts | >£500k | Executive Director of Finance |  |
| Approve Estates and Sustainability related contracts | <£500k | Executive Director of Estates |  |
| Approve Campus Development Plan | N/A | Executive Director of Estates | Court |

# Committee Membership

The Estates and Sustainability Committee shall include several independent professionals from different backgrounds in property development, property management, facilities management, construction, energy management and/or property procurement.

This is a non-executive chaired committee with the following membership:

* + 2 Lay Members of Court, one of which will be the Chair
  + 3 external lay members
  + 3 staff representatives from Court
  + Principal
  + Senior Vice-Principal and Deputy Vice-Chancellor
  + Chief Operating Officer and University Secretary
  + Executive Director of Finance
  + Executive Director of Estates
  + Students’ Representative Council President

In attendance:

* + Assistant Vice-Principal (Strategy and Resources)
  + Estates staff as required
  + Director of Sustainability

# Substitutions and Quorum

Substitutions may be made with prior notice given to the clerk and with approval of the Chair. There must be a minimum of 6 from the core group (excluding clerk) in attendance for decisions or approvals. In the event of a consensus not being reached, the Chair will have the casting decision.

# Conflict of Interest

The EC will follow the UofG procedure for the management of any conflicts. The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

The Committee will meet four times a year.

## INPUTS

* UofG strategy and plan
* Estates Strategy and Campus Development Plan
* Maintenance Plan
* Sustainability Strategy
* Energy Management Plan
* Minutes of the Sustainability Working Group
* Annually current FY and 3-year Estates Investment Budgets and 10-year Outlook
* Investment Business Cases/Proposals/Change Requests to be presented
* Summary of changes made to action log

## OUTPUTS

* Forward Plan
* Decision Log
* Action Log
* Minutes