# Introduction

Appointed by SMG, the **Capital Programme Board** (CPB) s accountable for the governance of the Estates Investment Programme, masterplan and oversight of the condition and maintenance of the estates.

# Committee remit

The mandate for the CPB is as follows:

* Approval and oversight of the Campus Masterplans. Ensure that the University’s estates infrastructure, maintenance and condition is fit to support the University’s current and future ambitions
* Approve the annual investment plans
* Approve the Project remits for all Investments in excess of £25m
* Provide the Programme Governance to the overall Estates Major, Enhancement and Asset Management investment programmes and maintenance.
* Management of programme risk, contingencies and approval of the programme compensation and change control process
* Approval of the management and performance of the Principal Contractor and key delivery partners.
* Ensure effective communication is maintained with students and staff on major estates developments and other estates related issues.

# Scheme of Delegation

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Approve Estates related Investment projects | <£500k or change requests >5% of | Executive Director of Estates | Estates Committee |

# Committee Membership

This is an executive convened committee with the following membership:

* Chief Operating Officer (Chair)
* Senior Vice-Principal and Deputy Vice Chancellor
* Executive Director of Finance
* Executive Director of Estates
* Lay Member of Estates Committee (x2)

In attendance:

* Director of Projects
* Head of Major Projects
* Director of Property Development and Investment (as required)
* Property Consultants (as required)
* Infrastructure Advisors (as required)

# Substitutions and Quorum

Substitutions may be made with prior notice given to the clerk. There must be a minimum of 3 from the core group (excluding clerk) in attendance for decisions or approvals. Ordinarily, more than one consecutive meeting should not go ahead with no lay member present. In the event of a consensus not being reached, the convenor will have the casting decision.

# Committee Member Responsibilities

The Committee has final accountability for the production and governance of the annual investment plans. Each Committee member has a fiduciary responsibility to:

* Ensure all investments are in line with University Strategies & Policies
* Agree on the achievability of business cases, plans and roadmaps
* Identify, assess and mitigate risk at an Estates portfolio investment level
* Openly and constructively challenge where investments do not meet key criteria for regulatory, business continuity and strategic investments
* Actively contribute to mitigation of Estates and Health Safety and Wellbeing (HSW) risks taken from the SMG Strategic Risk Register
* Take ownership for specific actions and risks in the Estates Committee Action and Risk Logs. All actions and risks must have a Committee member as overall owner
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The CPB 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 meeting schedule will be every 2 months with extended workshops as required.

**INPUTS**

* UofG strategy and plan
* Estates Strategy and Roadmap
* Management information provided by Planning Insights & Analytics
* Current FY and 3-year Estates Investment Budgets and 10-year Outlook
* Portfolio Investment breakdown split by financial year
* Investment Change Requests to be presented
* Summary of changes made to action log

**OUTPUTS**

* Decision Log
* Action Log
* Minutes