

UEB Estates and Capital Sub-Group

Terms of Reference:

1. To review the University Estate Strategy and to advise the University Executive Board on its development in the context of the Strategic Plan.
2. To oversee the effective management of the University estate including reporting on:
 - (a) condition;
 - (b) functionality;
 - (c) management and allocation of space;
 - (d) environmental impact - carbon management;
 - (e) statutory maintenance;
 - (f) key performance indicators - EMS statistics;
 - (g) value for money;
 - (h) risk.
2. To support UEB on development and implementation of the Estates Strategy and related sub-strategies by:
 - (a) undertaking analyses of the size and shape of the University portfolio to inform current and future estates planning and capital investment;
 - (b) advising on the availability, affordability and use of funding;
 - (c) receiving regular reports on estates matters from Estates and Facilities Management; Finance and Commercial; Faculty Executive Boards; Space Management Group and Capital Research Asset Group (and the robustness of associated business cases and investment proposals);
 - (d) advising on the estates requirements for research, learning and teaching, student experience and professional services;
 - (e) assessing reports from Project Executive Groups (for approved capital developments) and monitoring progress of these capital investment projects using the Capital Programme Action Tracker report;
 - (f) receiving Post Project Evaluation reports and monitoring action plans and lessons for future projects;
 - (g) to advise on disposals;
 - (h) to advise on acquisitions.
4. To advise UEB on external innovation and new ways of developing and utilising estate, space and capital resources.
5. To recommend to UEB submissions to external agencies (e.g. Office for Students) on estates matters.

Reports to: University Executive Board.

Membership:

<i>Chair (Provost & Deputy Vice-Chancellor)</i>	Professor Gill Valentine
<i>Members:</i>	
<i>Executive Director of Corporate Services</i>	TBC
<i>Director of Estates & Facilities Management</i>	Keith Lilley
<i>Chief Financial Officer</i>	Joanne Jones
<i>Vice-President for Education</i>	Professor Mary Vincent
<i>Vice-President for Innovation</i>	Professor Dave Petley
<i>Vice-President for Research</i>	Professor Sue Hartley OBE
<i>Vice-President & Head of Faculty (Science)</i>	Professor John Derrick

<i>In attendance:</i>	
<i>Relationships Manager</i>	Heather Crookes
<i>Head of Strategic Space Management</i>	Kay Green
<i>Head of Infrastructure Finance</i>	Wendy Burroughes
<i>Head of Estates Development</i>	Mark Holden
<i>Secretary</i>	Kate Sullivan (University Secretary's Office)