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 2016-2021.
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) key performance indicators - EMS statistics;
   (f) value for money;
   (g) risk.
2. To support UEB on development and implementation of the Estates Strategy 2016-21 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 and Capital Research Asset Group (and the robustness of associated business cases and investment proposals);
   (d) receiving business cases from the UEB IT Sub-Group;
   (e) advising on the estates requirements for research, learning and teaching, student experience and professional services;
   (f) 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;
   (g) receiving Post Project Evaluation reports and monitoring action plans arising;
   (h) to advise on disposals;
   (i) 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:

Chair (Provost & Deputy Vice-Chancellor) Professor Gill Valentine

Members:
Executive Director of Corporate Services Ms Heidi Fraser-Krauss
Director of Infrastructure Mr Keith Lilley
Chief Financial Officer Ms Joanne Jones
Vice-President for Education Professor Mary Vincent (Interim)
Vice-President Innovation Professor Dave Petley
Vice-President for Research Professor Sue Hartley
Vice-President & Head of Faculty (Science) Professor John Derrick
Director of Information Technology Ms Bella Abrams
**In attendance:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td><strong>Relationships Manager</strong></td>
<td>Mrs Heather Crookes / Miss Kirsty Bowen</td>
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<tr>
<td><strong>Head of Strategic Space Management</strong></td>
<td>Ms Kay Green</td>
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<tr>
<td><strong>Head of Capital Projects Finance</strong></td>
<td>Mrs Melissa Ayres</td>
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<td><strong>Head of Estates Development</strong></td>
<td>Mr Mark Holden</td>
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<td><strong>Secretary</strong></td>
<td>Ms Kate Sullivan (University Secretary’s Office)</td>
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