

West College Scotland

Board of Management

Estates Committee

Statement of Purpose

The Board provides the principal governance mechanism through which activities are managed in accordance with legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness and economy. However, the Board has delegated some of its responsibilities to certain committees.

The main purpose of the Estates Committee will be to ensure the College manages and develops its estate in line with the agreed Estates Strategy, taking account of any guidance issued by the Scottish Government and the Scottish Funding Council.

1. Remit

The remit of the Estates Committee is:

- a) To ensure that the College maintains a comprehensive register of land and buildings.
- b) To ensure that the College manages and develops its estate to meet its overall needs efficiently and effectively, taking account of any guidance relating to estate management, option and investment appraisal and private finance.
- c) To ensure the development and review of the College's Estate Strategy takes place regularly.
- d) To ensure that the College maintains its estate in accordance with a planned maintenance programme, consistent with its Estates Strategy and associated financial projections.
- e) To ensure that the correct procedures are followed in respect of the disposal of Exchequer funded assets.
- f) To have an awareness of local, national and global environmental issues and in doing so strive to ensure, sustain and improve the environment.
- g) To consider risk relating to the matters that fall within the Committee's remit and to agree what mitigating factors/actions are in place and what further action, if any, needs to be taken to address such matters of risk.

2. Membership

Membership of the Committee will comprise:

The Principal and three members of the Board of Management, one of whom will Chair.

Attending;

Vice Principal Educational Leadership

Vice Principal Operations
The Director of Finance and Estates
Head of Estates

The Committee is empowered to invite other members of the Senior Management/Executive team to attend meetings of the Committee.

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee.

Other Board members can attend the meetings, with the approval of the Chair of the Estates Committee.

Committee members will be appointed to serve a four-year term, or for the period of their term of office.

The Chair of the Board of Management will be an *ex officio* member of the Committee

3. Frequency of Meetings

The Committee will meet at least three times per year.

4. Quorum

A quorum will be two members of the Board of Management.

5. Secretariat

Secretary to the Board of Management.

Papers for meetings will be sent out 7 days in advance of meeting.

The Committee will report to the Board of Management and the minutes of its meetings will be circulated to the Board for information.

6. Review

This Remit will be subject to review annually.

Approved by Board – 9 October 2017