

**Estates Committee**  
*(a standing committee of the Council)*

**Terms of reference**

On behalf of the Council and in accordance with authority delegated to it, to:

- (i) develop and recommend to Council for approval:
  - the Estates master plan;
  - an Estates strategy which underpins and facilitates the University strategic plan including Digital Lancaster;
- (ii) review annually the Capital Programme, prepared by the Capital Planning Group, and recommend it for approval by Council, through the Finance and General Purposes Committee;
- (iii) review the Estates master plan every three years;
- (iv) monitor progress on current capital projects;
- (v) monitor major building project design/plans as they develop, ensuring their fit with the master plan and recommend for approval by the Finance and General Purposes Committee and Council in accordance with the schedule of financial delegations;
- (vi) ensure that development of the estate incorporates both the Digital Lancaster strategy (or other IT development) and the University's sustainability goals as part of the design/plans;
- (vii) highlight any areas of concern to the responsible senior manager or appropriate University committee;
- (viii) approve policies related to estates and facilities activities and periodically monitor their efficacy;
- (ix) advise the Council, through Finance and General Purposes Committee, about the acquisition and disposal of land and buildings in accordance with the schedule of financial delegations;
- (x) monitor engagement with the district authority's Local Plan and developments in South Lancaster to ensure the University's best interests are represented; and
- (xi) review estates performance through:
  - determining and monitoring appropriate performance indicators;
  - annual benchmarking

**Committee Composition**

*(ex officio)*

Pro-Chancellor

Vice-Chancellor

Deputy Chief Executive (Operations) and Secretary

Pro-Vice-Chancellor (Global) (Digital, International, Sustainability)

President of the Students' Union

*(appointed)*

three lay members of the Council, one of whom (experienced in estates matters) shall be chairperson, and one vice-chairperson  
one member of academic staff, appointed by the Senate

*(co-opted)*

up to three co-opted external members with relevant experience

*(in attendance)*

Director of Finance  
Director of Estates, Facilities and Commercial Services  
Director of Capital Development and Estate Operation  
Chief Information Officer  
Chief Executive Officer of the Students' Union

### **Procedure**

The Committee liaises closely with the Finance and General Purposes Committee and makes recommendations on prioritisation of the strategic importance of the various capital projects.

Up to three persons external to the University who have special expertise to contribute can be co-opted to the Committee for periods of up to three years at a time.

The Committee meets up to six times a year (usually 4 times).

The Standing Orders set out a standardised approach to committee procedural arrangements, including membership terms, quoracy and declaring interests. All members are encouraged to read the Standing Orders available on the [Governance website](#).