

**ESTATE AND INFORMATION TECHNOLOGY COMMITTEE 2018/2019  
CONSTITUTION, MEMBERSHIP AND TERMS OF REFERENCE**

Constitution and Terms discussed at Estate and IT Committee 21 September 2018, (Min 4) refers. Terms last presented to the Board of Governors on 10 October 2018 (Min 3.4.ii).

**CONSTITUTION**

The constitution is stated as normally 8-10 members with power to co-opt. The Chair is elected by the Committee from among the external members annually (maximum 5 years in office). Those present in attendance have the right to speak but not to vote.

**MEMBERSHIP AT 1 SEPTEMBER 2018**

**Governor Members (who are eligible to vote)**

Governors appointed by and from the Board of Governors	Mark Lemon (Chair) Lucy Cook Dr Karen Heard-Lauréote Roger Burke-Hamilton David Wilding Chris Williams
President of Students' Union ( <i>ex-officio</i> )	Violet Karapaseva
Chair of the Board of Governors ( <i>ex-officio</i> )	Jane Hoskins
Vice-Chancellor ( <i>ex-officio</i> )	Professor Graham Galbraith

**Co-opted Members (who are eligible to vote)**

Staff representative	Sarah Turner
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**In attendance**

Director of Information Services	Andrew Minter
Director of Estates and Campus Services	Fiona Bell
Director of Finance	Emma Woollard
University Executive Board representative: Chief Operating Officer	Bernie Topham

**In attendance by agreement with the Chair**

Pro Vice-Chancellor (Research and Innovation)	Professor Bob Nichol (Acting in role until March 2019)
Pro Vice-Chancellor (Education and Student Experience)	Professor Paul Hayes

## TERMS OF REFERENCE

### **Extract from the Statement of Primary Responsibilities, para 10**

*“The Board is responsible for the oversight of the strategic management of the institution’s land and buildings and the physical resources to support IT. As part of this responsibility it considers, approves and keeps under review:*

- *an estate strategy which identifies the property and space requirements needed to fulfil the objectives of the institution’s Strategic Plan, and provides for a planned programme of maintenance*
- *an IT Strategy which identifies the hardware and software requirements and the related business processes and infrastructure needed to fulfil the objectives of the institution’s Strategic Plan, and provides for a planned programme of maintenance.”*

*(September 2015 meeting (minute 2.3.ii) agreed an amendment should be made to this paragraph of the Statement of Primary Responsibilities when it was next reviewed (expanding upon the phrase physical resources in sentence one). The review of the Statement will be considered by the Board during 2018/2019 in light of the Office for Students requirements.)*

### **Committee Purpose**

The Committee is responsible for the following broad themes within the University, in the context of the Strategic Plan and the University’s Risk Register:

- 1 The stewardship of University assets to ensure that their ownership is protected, their utility maintained, and the financial and operational benefits accruing from the assets is appropriate to their costs.
- 2 Ensuring that the physical resources (for Estate and Information Technology (IT)) are being properly applied to the University’s strategic objectives and that the strategic objectives are appropriate to the University’s ambitions, within the constraints of the financial resources.
- 3 It periodically considers, approves and keeps under review:
  - a) The Estate Masterplan which incorporates the property and space requirements needed to fulfil the objectives of the institution’s Strategic Plan;
  - b) The Estates Long term maintenance schedule;
  - c) The IT Strategy 2017 – 2021 to ensure that it is in line with the objectives of the institution’s Strategic Plan;
  - d) The Student Accommodation Strategy.

### **Committee Responsibilities**

- 1 The Committee will RECOMMEND to the Board for approval the Estate Masterplan and the IT Strategy and any major amendments to these Strategies on a periodic basis.

2 The Committee will consider AND APPROVE

- (i) Proposals for any building or property acquisition or disposal, and any major new project, to ensure that such proposals accord with both the University's Estate Masterplan and its Strategic Plan. A major estates project is defined as being new build, acquisition or major refurbishment of the University Building costing more than £3 million or other such projects that may be included in the capital plan because of their strategic importance. In accord with the Financial Regulations November 2014 (regulation 22.6 specifically refers), all projects with a total value of over £3 million (including VAT), shall be approved by the Board of Governors following consideration by Estate and IT Committee and Finance Committee. All projects with a total value between £1 million and £3 million (including VAT) shall be approved by the University Executive Board.
- (ii) Any significant proposals for the development of the information technology network and infrastructure within the University. This will include proposals regarding the replacement or upgrade of the physical network facilities of the University as well as the introduction or enhancement of new or existing information systems. Major IT capital projects are defined as those costing more than £3 million or other such projects that may be included in the IT capital plan because of their strategic importance. In accord with the Financial Regulations November 2014 (regulation 22.6 specifically refers), all projects with a total value of over £3 million (including VAT), shall be approved by the Board of Governors following consideration by Estate and IT Committee and Finance Committee. All projects with a total value between £1 million and £3 million (including VAT) shall be approved by the University Executive Board.

3 The Committee will BE RESPONSIBLE FOR:

- (i) Assessing the strategic impact of significant advances in information technology and for making appropriate recommendations to the Board which might involve proposals for modification to the Strategic Plan itself, or ways in which the Strategic Plan might be delivered.
- (ii) Approving the appointment of external consultants for major estate or IT projects. The Committee may delegate this authority to Project Boards which would then report back to Estate and IT Committee accordingly.
- (iii) Approving, in the case of major new buildings, proposed designs to ensure that the design meets the University strategic needs. The Committee may delegate this authority to Project Boards which will then report back to Estate and IT Committee accordingly.
- (iv) Monitoring, through Project Boards, the progress, execution and benefits capture of all projects established to implement proposals approved by the Committee under 2(i) and 2(ii) above. The Committee may appoint a Governor to the appropriate Project Board who would assure the Estates and IT Committee of the appropriate management of the Project.

- (v) Ensuring that the University adheres to best practice for the HE sector in dealing with environmental and sustainability issues.
  - (vi) Ensuring the University is legally compliant with environmental and health and safety legislation where it impacts on Estate and IT matters.
- 4 The Committee will RECEIVE periodic monitoring reports on the performance of the infrastructure of the University, including both buildings and network systems, to ENSURE that the principles of efficiency and effectiveness are being appropriately met, that value for money is being achieved and that service is appropriate to the needs of users.
- 5 The Committee will ASSURE itself that the risks that fall within its remit are being effectively managed and addressed.
- 6 The Committee will ASSURE itself that Estates and IT projects are in line with University strategies and offer value for money.