

Minutes of a Meeting of the Major Projects & Investment Committee
held at 3pm on Tuesday, 27 October 2015
in room 1B16, Technopark, London Road, London SE1

Governors Present

Douglas Denham St Pinnock	Chair
Jerry Cope	Chair of Board of Directors
David Phoenix	Vice Chancellor and Chief Executive
Tony Roberts	Head of Technical Support
Andrea Smith	Chair of Student Council

Apologies

Hilary McCallion	
Kevin McGrath	
Abdi Osman	SU President
Mandy Eddolls	Executive Director of Organisational Development and HR

In attendance

Pat Bailey	Deputy Vice Chancellor
Richard Flatman	Chief Financial Officer
Ian Mehrtens	Chief Operating Officer
James Stevenson	University Secretary and Clerk to the Board of Governors
Joanne Vas	Governance Assistant

Welcome

1. The Chair welcomed members to the first meeting of the Committee. Apologies had been received from Mandy Eddolls, Hilary McCallion, Kevin McGrath and Abdi Osman.
2. The Chair explained that the meeting was inquorate with fewer than 3 independent governors present. As no approvals were required, the minutes of the meeting would be ratified at the next quorate meeting. The Committee agreed that the quorum was too high and recommended to the Board that it be changed to 2 independent governors.
{Secretary's note: this change to the committee's terms of reference was approved by the Board of Governors at its meeting of 26 November 2015 (minute 27).}

Declarations of interest

3. No member declared an interest in any item on the agenda.

Chair's Introduction

4. The Chair outlined the purpose of the Committee. The Committee would consider all major projects and all capital and revenue expenditure within the thresholds approved at the Board of Governors meeting of 14 May 2015 and as set out in the appendix to the minutes of this meeting. The Committee had delegated authority from the Board to approve expenditure within these set limits. The Committee will review expenditure above its delegated authority and recommend to the Board for approval.

Major Projects 2015/16

5. The Committee discussed the expected major projects and expenditure during the year (paper **MPI.01(15)**). It was anticipated that very little expenditure will be unplanned during the year.
6. The approved capital spend was noted as follows: Hugh Astor Court (£10.35m), the new Media Centre (£2.1m) and budgeted ICT/AV capital investment funds. It was noted that this was routine ICT expenditure and individual projects would be approved with delegated levels of authority.
7. The Committee noted the renewal of the Security Services contract, as approved by the Board of Governors on 21 October 2015.
8. The Estates Master Plan was noted by the Committee, which had been endorsed at the Board Strategy Day of 1 October 2015. The first phase relating to St George's Quarter would come to a future meeting.

Membership & Terms of Reference

9. The Chair's membership on the Audit Committee was noted. It was noted that he would step down from the Audit Committee as soon as possible.

Post Investment Reviews

10. The Committee discussed Post Investment Reviews (PIRs). As previously agreed by the Board of Governors, all PIRs would be brought to the

Committee for review since these are an integral part of the Committee's purpose of the approval and monitoring of projects. The Committee would only refer to the Audit Committee by exception, where significant variations in expenditure had occurred for example.

11. A review of the IBM contract would take place at the end of 2015/16 financial year and would be considered by the Committee.
12. PIRs for Hugh Astor Court and the new Media Centre would be brought to the Committee after 12 months.

Any other business

13. The Chair asked for the start time of the Committee meetings to be reviewed.

Date of next meeting

14. The next meeting of the Major Projects and Investment Committee will be held on Tuesday 1 March 2016 if there are substantive items to discuss. Ad-hoc meetings may be held during the year if urgent Committee approval is required.

The Chair closed the meeting.

Confirmed as a true record:

..... (Chair)

Appendix

Levels of authority approved at the Board of Governors meeting of 14 May 2015:

Total expenditure value (Inc. VAT)	Capital		Revenue	
	Planned	Unplanned*	Within Budget	Outside Budget
Over £5 million	Board of Governors	Board of Governors	Board of Governors	Board of Governors
from £2 million but less than £5 million	Major Projects and Investments Committee	Board of Governors	Major Projects and Investments Committee	Board of Governors
From £1 million but less than £2 million	Executive Meeting	Board of Governors	Delegated Levels of Authority	Board of Governors
From £500,000 but less than £1 million	Executive	Major Projects and Investments Committee	Delegated Levels of Authority	Major Projects and Investments Committee
Less than £500,000	VC & CFO	VC & CFO	Delegated Levels of Authority	VC & CFO

* Unplanned capital projects should be very rare. The Major Projects and Investment Committee will review masterplans and the majority of capital expenditure will be planned. Expenditure proposals should be submitted to the lowest level of authorisation first, being escalated up through the approval hierarchy on the table above following each approval stage.