

London South Bank University

	PAPER NO: PC.12(12)	
Board/Committee:	Property Committee	
Date:	10 October 2012	
Paper title:	Property Committee terms of reference	
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Executive sponsor:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Recommendation by the Executive:	That the committee note their terms of reference	
Aspect of the Corporate Plan to which this will help deliver?	Creating an environment in which excellence can thrive	
Matter previously considered by:	Property Committee Board of Governors	On: 25 April 2012 24 May 2012
Further approval required?	N/A	N/A
Communications – who should be made aware of the decision?	Published on the University's website	

Executive summary

Why is the paper coming to the Board/committee?

Each committee reviews its terms of reference annually, at its first meeting of the academic year. The Property Committee agreed new terms of reference at its meeting in April 2012 following a self assessment of its effectiveness.

Subsequently no changes are recommended to its terms of reference.

The committee is requested to note its terms of reference.

Property Committee

Terms of Reference

1. Constitution

1.1 The Board of Governors has established a committee of the Board known as the Property Committee.

2. Membership

2.1 The Property Committee and its chair shall be appointed by the Board, from among its own members.

2.2 Membership shall consist of up to 3 independent governors, the Chair of the Board, the Chair of the Policy and Resources Committee, 1 student governor and 1 staff governor.

2.3 A quorum shall consist of at least 2 independent governors.

2.4 The chair shall be an independent governor.

2.5 The committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

3. Attendance at meetings

3.1 The Director of Estates and Facilities shall normally attend meetings.

4. Frequency of meetings

4.1 Meetings shall normally be held three times each year.

5. Authority

5.1 The Committee advises the Board of Governors on property and estates matters. It considers recommendations from the Executive.

5.2 For investment in the estate the committee advises the Policy and Resources Committee who have the authority to recommend approval of business cases to the

Board (For authorisation levels please see the Financial Regulations and Matters Reserved to the Board).

6. Secretary

6.1 The secretary to the Property Committee will be the Clerk to the Board or other appropriate person nominated by the Clerk.

7. Duties

7.1 The duties of the committee shall be to:

7.1.1 To oversee the development of a long-term strategy for all of LSBU's estate and submit this for approval by the Board.

7.1.2 To advise on key property issues relating to the estates strategy.

7.1.3 To scrutinise individual estates projects to ensure best practice in project governance and that good progress is maintained.

7.1.4 To monitor performance of estates projects against agreed targets

8. Reporting Procedures

8.1 The minutes (or a report) of meetings of the Property Committee will be circulated to all members of the Board.

Membership 2012/13

- Ken Dytor Chair – Independent Governor
- David Longbottom Independent Governor & Chairman of the Board
- Martin Earwicker Vice Chancellor and Chief Executive
- Anisa Ali Student Governor
- Sarah Mullally Independent Governor & Chair, Policy & Resources
Committee
- Andrew Owen Independent Governor
- 1 vacancy Independent Governor
- 1 vacancy Staff Governor

Approved by the Property Committee on 25 April 2012

Approved by the Board of Governors on 24 May 2012