

	PAPER NO: PC.07(12)
Committee:	Property Committee
Date:	25 April 2012
Subject:	Property Committee self assessment
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors
Board sponsor:	Ken Dytor, Chairman of the Property Committee
Recommendation:	That the committee discuss the outcomes of its self assessment

Executive summary

1. The self assessment of the Property Committee raised a number of issues. Most of these issues were discussed at the Special Property Committee meeting of 11 January 2012 and are being acted upon by the Executive.
2. The committee are requested to discuss the outcomes of the self assessment.

	Board/Committee	Date
Matter previously considered by:	N/A	N/A
Further approval required?	No	N/A

Communications – who should be made aware of the decision?	N/A
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Property Committee Self Assessment

Introduction

1. Members of the Property Committee participated in a self assessment exercise of the committee's effectiveness. This paper summarises the process and the main issues to have been raised and is intended to prompt further discussion at the committee meeting.
2. Questionnaires were sent to all members of the committee, the Executive Director of Finance, the two Pro Vice Chancellors and the Director of Estates and Facilities (12 people).
3. Responses were received from 5 people, including 1 member of staff. The Chair did not complete the questionnaire as he had a vested interest.
4. Answers were scored as follows:

Strongly disagree – 1 point
Partly disagree – 2 points
Partly agree – 3 points
Strongly agree – 4 points
5. Based on this scoring an average was worked out for each question. There was also an opportunity for each respondent to comment on the seven areas.
6. Five questions scored an average under 3. These were:
 - a. Appropriate induction
 - b. Good quality information
 - c. Information distributed in a timely manner
 - d. Clear boundaries between committee and executive
 - e. Exec communication with committee

Most of these issues were discussed at the Special Property Committee meeting of 11 January 2012 and are being acted upon by the Executive.

Committee Size and Composition

7. Most felt that the committee was the right size and sufficiently diverse in terms of independent, staff and student governors although it was questioned whether a second student governor should be a member of the committee.

8. The lowest score overall was for induction with an average of 2.50. This is picked up in the free text comments, e.g. “not sure whether new members receive or get induction”.

Meetings of the Committee

9. Most felt that there were sufficient meetings of the right length. Good quality information and time of paper distribution scored lowest (see point 6).

Sufficient Discussion around each agenda item

10. Members felt that there was generally good discussion around each agenda item.

Sufficient Monitoring against planned strategic and operational targets

11. Answers on this were mixed but governors felt that this was an area that could be improved. It was noted that a monitoring process was needed for the Student and Enterprise Centres.

Chair

12. All agreed that the Chair was effective and led the committee well. One governor commented that greater co-ordination between the Chair and Executive may have led to the production of higher quality papers for the committee to discuss. The expectations of the committee were discussed at the special committee meeting in January 2012 which should have gone some way to resolving this issue.

Relationship with Board

13. All felt that the relationship with the Board was effective. The issue of overlap between the Property Committee and the Policy and Resources Committee was raised.

Relationship with Executive

14. It was felt that this was an area which could be strengthened.

Other comments

15. The committee most needs to improve “early consideration of major projects”, “justifying capital expenditure” and “to focus on monitoring delivery of construction projects and the wider estates strategy”.

Terms of Reference

16. The committee may wish to review its terms of reference in light of the self assessment. Current terms of reference are attached for information.

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 5.2 For significant investment in the estates matters the committee liaises/advises with the Policy and Resources Committee so that the financial impact of the estates strategy and individual projects may be assessed in the context of LSBU as a whole (Policy and Resources Committee, paragraph 2 refers)-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 master planning issues relating to this strategy.~~

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

~~7.1.4 To approve specific property and estates matters delegated to it by the Board (under both (i) specific delegations and (ii) the schedule of matters reserved).~~

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

~~7.1.6 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 2011/12

- Ken Dytor Chair – Independent Governor
- David Longbottom Independent Governor & Chairman of the Board
- Martin Earwicker Vice Chancellor and Chief Executive
- Iain Hanley Student Governor
- Sarah Mullally Independent Governor & Chair, Policy & Resources)
- Andrew Owen Independent Governor
- Jim Snaith Staff Governor
- Chris Swinson Independent Governor

Quorum is 2 Independent Governors

Approved by the Property Committee on 16 March 2011 (Reviewed 23 November 2011)

Approved by the Board of Governors on 31 March 2011