

## **Terms of Reference**

# **Capital Project and Estates Task Group**

### **Purpose**

The Task Group will:

On behalf of the Board oversee and monitor Barnfield College's Capital Transformation Project, Property Strategy and Maintenance.

Ensure regular reporting to the Board on the College's Capital Transformation Project, providing advice and making recommendations to the Corporation as appropriate.

### **Membership and Clerking**

- The Committee shall have a membership of between three and eight members, including the Principal and Chief Executive.
- Membership may include up to two Co-opted Members, with relevant capital development experience, who are not members of the Board of the Corporation.
- Corporation members must constitute the majority of the membership of the Task Group.
- Collectively, the members of the Task Group should
  - include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively
  - have recent, relevant experience in capital development, project management, procurement and finance.
- The Task Group is clerked by the Clerk to the Corporation or his/her designated substitute.
- The Chair of the Task Group will be a Corporation member.

### **Operation**

- The Task Group meets typically monthly;
- The Group has a quorum of two, both of whom must be Independent Members of the Corporation;
- Membership and Chairing of the Task Group is reviewed every two years and approved by the Corporation;
- Minutes of the Task Group are circulated to members of the Corporation;
- The Chair of the Task Group may give a verbal report at Board meetings on key matters, as appropriate;
- Senior management should be invited to attend meetings particularly where their area of responsibility is under discussion;

- The Task Group is authorised by the Corporation to obtain outside independent professional advice and to secure the attendance of others with the relevant experience or specialist expertise, if it considers this necessary;
- Arrangements may be made for informal site visits to areas undergoing development as required;
- Informal project meetings may be called on an ad-hoc basis by the Principal, as Project Sponsor, or Executive Director Finance and Resources to seek members' opinions. These will be co-ordinated by the Clerk.

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1. To review on an ongoing basis the Property Strategy for the College, for approval by the Corporation;
2. To oversee the College's Capital Transformation Project, monitoring progress and capital expenditure and providing advice to the Board and senior management as appropriate;
3. To receive regular reports from the College's appointed Project Managers and other contractors, as appropriate;
4. To act as a conduit between the FEC Board and Capital Transformation Project Management, where appropriate time may be given to explore strategic options, review scenarios, test modelling and provide robust challenge;
5. To act in all matters on behalf of the Board and to ensure all key capital decisions remain the province of the Board;
6. To implement such decisions as shall be necessary on behalf of the Corporation, including:
  - a. making recommendations to the Corporation on capital expenditure, including loans;
  - b. approving capital expenditure within the approved programme, and monitoring projects;
7. To provide support and guidance to the Project Sponsor;
8. To advise the Board on the prioritization of maintenance and capital projects, within the constraints of the capital and revenue budgets;
9. To bring to the attention of the Board any matters within the remit of the Task Group which it feels to be necessary or which are outside agreed policy;
10. To consider matters referred to it by the Corporation and keep the Corporation informed of its deliberations;
11. To ensure that decisions previously agreed by the Corporation are carried through in an appropriate manner;
12. To act on the Corporation's behalf on policy matters requiring urgent decision, subject to report at the next Corporation meeting.