

HARROW COLLEGE FURTHER EDUCATION CORPORATION

PROPERTY AND ACCOMMODATION COMMITTEE CONSTITUTION AND TERMS OF REFERENCE

1 Introduction

- a) The name of the committee shall be the Property & Accommodation Committee (“the Committee”).
- b) The Committee is established in accordance with paragraph 4 of the Articles of Government of Harrow College Further Education Corporation.
- c) The Terms of Reference of the Committee may be varied at any time by the Corporation.
- d) The Committee is a sub-committee of the Harrow College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

2 Terms of Reference

The terms of reference shall be as follows:

- a) To report to the Corporation with information, advice and recommendations in relation to the College’s property and accommodation.
- b) To be responsible (subject to the approval of the Corporation) for the acquisition and disposal of land and property.
- c) To seek to ensure that the College’s property and accommodation meets the needs set out in the College’s strategic plan.

The specific duties of the Committee shall be:

- d) To advise the Corporation on its property and property development strategy and on major refurbishment projects (over £250,000 per project).
- f) To consider and decide (where appropriate subject to Corporation approval) the disposal and acquisition of land and property by ownership or lease or contract.
- g) To ensure that the acquisition and disposal of land or property meets:
 - The requisite funding regulations.
 - The duties of Governors set out in the Instrument and Articles of Government.
 - The College's strategy and development plans.
 - The statutory arrangements and procedures for planning and planning consents and restrictions of the local authorities and other bodies.
- h) To determine tenders in relation to property and accommodation in circumstances where the College regulations require the involvement of Governors in this process.

3 Membership and Quorum

- a) The membership shall be in accordance with the following:
 - The Principal; and
 - 4 members of the Corporation; and
 - Up to two co-optees (who are not members of the Corporation) if, in the opinion of the Committee, it needs to do so to improve the expertise of the Committee in dealing with its terms of reference.
- b) Members (other than the co-opted member) shall be appointed by the Corporation at its first meeting after the 1st April each year, at which time one of the members shall be appointed by the Corporation to be Chair of the Committee.
- c) The attendance of the Vice Principal, the Director of Finance, the Director of Estates and Facilities, the Director of Human Resources and other relevant members of the College staff shall be required at meetings of the Committee and shall be entitled to speak at such meetings, but shall not be entitled to vote on any issue.
- d) The Committee shall meet at least 3 times each year to consider matters arising naturally from the terms of reference below, or matters placed on the agenda at the request of the Corporation or any of its Committees, or matters placed on the agenda

at the request of the Chair or any member of the Committee or the External or Internal Auditors.

- e) The quorum shall be three members and for a meeting to be quorate there must always be a majority of Corporation members present.

4 Clerk to the Property & Accommodation Committee

- a) The Clerk to the Corporation shall be the Clerk to the Committee.

5 Conduct of Meetings

- a) All meetings shall be conducted to timed agendas.
- b) The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee, the Principal, and the Director of Finance and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agendas and papers shall also be circulated as directed from time to time by the Corporation).
- c) Where matters of a sensitive or confidential nature are to be discussed at a meeting, the Clerk, in consultation with the Chair of the Committee, the Principal where appropriate, and, if necessary, the Chair of the Corporation shall reserve these matters to a confidential (Part II) agenda. Details and papers of such agenda shall not be circulated, unless the circumstances which caused them to be considered as sensitive or confidential no longer pertain.
- d) The rules for adoption of resolutions etc. shall be as those directed from time to time in the Instrument of Government or Standing Orders for meetings of the Corporation.

6 Minutes and Reports of Meetings

- a) Draft Minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal and circulated as soon as practicable after the meeting to all members of the Committee.
- b) The Minutes or draft Minutes of all meetings shall be presented by the Chair of the Committee to the next meeting of the Corporation and the Chair of the Committee shall give an oral report in support thereof as may be necessary.
- c) Minutes of the meetings, with the exception of those regarded as confidential in accordance with 5c) above, will be available in the office of the Clerk for inspection

by any members of the public during the published office hours and published on the College website for a minimum period of twelve months.

7 Openness and Transparency

- a) The Terms of Reference of the Property & Accommodation Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website.