

Meeting	Estates Strategy & Capital Projects Committee Meeting 1				Date	28.6.23	
Report Title	Proposal for reinstatement and updated Estates Strategy & Capital Projects Committee Terms of Reference						
Author	Yolanda Hughes – Clerk & Governance Advisor to the Corporation Board yolandahughes@northkent.ac.uk						
Action Required	Approve	x	Recommend		Discuss		Note
Document Status (please tick)	Publicly available – Part 1	xx	Commercially confidential – Part 2		Strictly Confidential (not for staff/students/public records Part 3		Other Restricted (time period)
<b>Executive Summary of Main Issues: (Intent, Impact, Finance and Risks)</b>  The Committee are asked to review and further discuss the revised Estates Strategy & Capital Projects Committee terms of reference which were approved by the Board on the 18 May 2023. The Committee should ensure that the delegated authority for approval of expenditure on capital projects, tenders and contracts is appropriate and that the expenditure limitations are appropriate.  Any further amendments or alterations should be reported to the Corporation Board for formal consideration and approval.							

<b>Recommendation: For formal Board approval</b>	
<b>Strategic Objective:</b> Good Governance	
<b>Any relevant policy:</b> Instrument & Articles of Government May 2020 – Corporation Board Standing Orders	<b>Date Policy Approved:</b> May 2020

Terms of Reference	
<b>Estates Working Group</b>	<p>The purpose and responsibilities of this group are:</p> <ol style="list-style-type: none"> <li>1. To oversee specified projects within the North Kent College Estates Condition Improvement and Capital Projects <ol style="list-style-type: none"> <li>1.1. Dartford Land Disposal – Bellway Project</li> <li>1.2. DfE Capital Improvement Grants</li> <li>1.3. Estates</li> </ol> </li> <li>2. To receive and consider the views of the Chief Executive and Deputy Chief Executive and other College managers on the delivery of any planned estates proposals and developments and capital projects</li> <li>3. To receive and consider regular reports comparing progress against the agreed action plan so that any potential slippages can be identified and remedial correcting action determined.</li> <li>4. To receive and consider the views of the Chief Executive and Deputy Chief Executive and other College managers so as to monitor the performance of the Property Consultants/Build Contractors, the architects and others including the impact (positive or negative) on the delivery of any planned building project on time and on budget.</li> <li>5. To receive and consider the views of the Property Consultants, the architects and others on the performance of College management on the delivery of the planned building project on time and on budget.</li> <li>6. To approve, on behalf of the Corporation, any expenditure associated with the Estates Strategy of between £100,000 and £500,000 (inclusive of VAT).</li> <li>7. To consider and forward notification to the Corporation on any planned expenditure associated with the Estates Strategy and/or capital projects of £100,000 or more (inclusive of VAT).</li> <li>8. To approve payment, subject to the Corporation Board setting a financial limit, to any party in the pursuance of the above. The figure authorised by Corporation Board</li> </ol>

	<p>for any single approval by the Estates Strategy &amp; Capital Projects Committee is up to £500,000 provided that any expenditure approved by the Estates Strategy &amp; Capital Projects Committee over £100K will be notified to all Governors. A full report on all expenditure on the/each capital project will be presented to every Corporation Board meeting.</p> <p>Where an expenditure commitment exceeds the £500,000 limit, approval will be required by the Corporation Board, either at its next meeting or by written resolution to expedite authorisation by Governors.</p> <p>9. Where consideration and approval of an expenditure commitment is required at short notice due to unforeseen circumstances and a formal meeting is not achievable, the Estates Strategy &amp; Capital Projects Committee will be permitted to review and approve the proposed contract expenditure electronically.</p> <p>10. To consider and approve the contents of the tender document leading to the appointment of either construction contractors or project contractors.</p> <p>11. To review the necessary applications to the Local Authority prior to submission, covering building regulations and planning permission considerations.</p> <p>12. To carry out any other matters relating to the Estates Strategy which may arise from time to time and to ensure that appropriate issues are drawn to the attention of the Corporation.</p> <p><b>POWERS OF THE ESTATES WORKING GROUP</b></p> <p>In order to exercise the role provided for under the Terms of Reference, the Estates Strategy &amp; Capital Projects Committee will have the power to:</p> <ol style="list-style-type: none"> <li>1. Investigate any activity within its Terms of Reference;</li> <li>2. Seek any information it requires from the Property Consultants, the architects and other advisors;</li> <li>3. Obtain external professional advice.</li> </ol> <p>Chair – to be appointed by the members of the Corporation Board for the duration of the project(s) to be overseen.</p> <p>Frequency of Meetings – as required</p>
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## Committee Details

<u>DESCRIPTION</u>	<u>NAME OF GOVERNOR</u>
Chair of Committee	External Governor Chair – to be appointed by the members of the Committee for the duration of the project to be overseen
Governors	X 5(including Chair of Corporation and Chief Executive) (To include at least two governors with relevant expertise and skills)
External Consultant	1 x External Property Consultant – in attendance by invitation when required
SLT Representation	Deputy Chief Executive
Clerk & Governance Advisor to the Corporation	Y Hughes
Quorum	3 Governors (Excluding the Chief Executive)