ESTATES COMMITTEE

1 Objectives

The Estates Committee is a Principal Committee of the Board responsible for the creation of policy for development and operation of College’s sites, physical facilities and utilities and to oversee the implementation of College’s estates strategy and to provide timely advice to Board on areas within its remit.

2 Membership of the Committee

2.1 The Committee, which shall be appointed by the Board, shall comprise the following membership

- Bursar
- Vice-Provost
- Chief Operating Officer
- A Faculty Dean
- Two Heads of School
- At least two elected Board members
- Treasurer (or nominee)
- President of the Students’ Union
- Co-opted member of the College community with relevant expertise
- Dean of Students
- Director of Buildings (secretary)

In attendance: Deputy Director of Buildings

2.2 The Chairperson of the Committee shall be an elected Board member.

2.3 Membership of the Committee shall be reviewed regularly by the Chairperson in consultation with the Registrar and changes as required shall be recommended to the Board at that time.

2.4 Membership of the Committee shall normally be for an initial term of three (3) years, with the possibility of an extension of a further three (3) years. The general aim is to change the membership from time to time to ensure an appropriate balance between continuity and fresh perspectives.

3 Meetings and Quorum

3.1 The Committee shall meet quarterly throughout the year, or more frequently if the business requiring its attention should so dictate.
3.2 Joint formal meetings with other Principal Committees of Board may be convened as business requires.

3.3 The Director of Buildings shall act as secretary to the Committee and be responsible for the preparation and distribution of the agenda, papers, minutes and reports following consultation with the Chairperson of the Committee.

3.4 An agenda and papers will normally be circulated one week in advance of each meeting. The Agenda items will be classified as follows:
Section A items – Policy Issues
Section B Items – Oversight of policy matters
Section C items – Items for Noting

3.5 Meetings require a quorum of 7 (50% of the members plus one).

3.6 The Committee may also invite other people to attend meeting(s) of the Committee, as it may from time to time consider desirable, to assist the Committee in achieving its objectives.

3.7 The draft minutes of the Estates Committee shall be circulated to the Board as soon as possible for noting and/or discussion as necessary. Items, if any, of concern to Board will be noted in the minutes.

3.8 The Chair of the Committee and other Board representative(s) on the Committee shall be available to report to the Board on key aspects of the proceedings of the Committee as required.

3.9 In order to aid its operation the Estates Committee may establish advisory groups from the user communities and may arrange for subgroups to consider specialist issues and bring forward recommendations to the Committee.

4 Duties

The main functions of the Estates Committee are:

4.1 Policy

(i) Develop and review policies in relation to the College’s estates

(ii) Develop the College’s Development Control Plan

(iii) Discuss and approve policies relating to new buildings and space allocation and oversee their implementation
Estates Committee

(iv) Review policies relating to estates in line with the strategic planning process and legislative requirements, or as otherwise required

4.2 Oversight and Advisory

(i) Oversee the implementation of College’s Strategy on estates arising from the College’s Strategic Plan

(ii) Oversee the implementation of College’s Development Control Plan

(iii) Monitor the effective application of strategic risk management in the development and operation of the estates through reports from responsible officers

(iv) Receive quarterly and annual reports from the Director of Buildings

(v) Monitor the activities of advisory committees and/or working groups through consideration of minutes, recommendations and/or presentations to the Committee

(vi) Review progress and expenditure on all major development projects from their inception to the settlement of final accounts in the context of the approved briefs, budgets and programmes (in conjunction with the Finance Committee)

(vii) The Committee shall receive briefing on relevant legislative and regulatory issues and review arrangements to be established by the College for compliance with relevant legislative, regulatory and Board policies

(viii) To advise Board on the acquisition, disposal and retirement of assets of the College or its subsidiaries above a value of €3m (in conjunction with the Finance Committee as appropriate)

(ix) To advise Board on capital projects the total value of which will exceed €3m (in conjunction with the Finance Committee as appropriate)

(x) To include a schedule in the Terms of Reference detailing the College Policies applicable to the monitoring functions of the Committee

4.3 Authority

The Committee shall operate under delegated authority from the Board, which is ultimately responsible for all matters relating to property and financial affairs. The Estates Committee will have devolved authority to decide on behalf of Board on:
(i) To approve the acquisition, disposal and retirement of assets of the College or its subsidiaries less than a value of €3m (in conjunction with the Finance Committee as appropriate)

(ii) To note expenditure on capital projects the individual value of each of which will not exceed €3m which has been approved by the Director of Buildings

(iii) To approve of designs of new buildings for submission for planning approval

(iv) To establish and approve terms of reference and membership for sub-committees/groups as may be required to advise on activities relating to College sites, buildings, grounds and related matters

(v) The Committee may consider/review any matter falling within its terms of reference, calling on whatever resources and information it considers necessary to do so

(vi) The Committee is authorised to seek any reasonable information it requires from any employee of the College or associated body to enable it discharge its responsibilities and shall have made available to it on a timely basis all information requested from any employee in a clear, concise and well organised manner

(vii) The Estates Committee shall carry out such other functions and take such other decisions as may be delegated to it from time to time by the Board

5. **Performance Evaluation**

5.1 The Committee shall, at least once a year, review its own performance and its terms of reference and shall report its conclusions and recommend any changes it considers necessary to the Board.
Estates Committee - Schedule of Sub Committees etc.

As at June 2010, the sub committees of the Site and Facilities Committee are as follows:
- Bioscience Development Project Team
- Trinity Long Room Hub Planning Committee
- Luce Hall Refurbishment Planning Committee
- School of Engineering Building Project Team
- Arts Building Management Committee
- SNIAMS Building Management Committee
- Trinity Centre Management Committee
- Aras an Phiarsaigh Building Management Committee
- Universal Design Advisory Group

In addition, the minutes of the following advisory groups will be submitted to the Site and Facilities Committee:
- Grounds and Gardens Advisory Committee
- Car Parking Working Group