

**TERMS OF REFERENCE  
PREMISES GROUP OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

**CONSTITUTION**

The Premises Group reports to the Finance & General Purposes Committee (F & GP), which in turn reports to the Corporation.

**MEMBERSHIP**

The Members will include the Chair of the Corporation, the Chair of the F & GP Committee, the Principal and at least one other Member of the F & GP Committee with building expertise or those who have been co-opted to the Group by the Corporation. The membership rules which apply to the F & GP Committee will also be applicable to the Premises Sub-Committee with regard to observers. Members and observers are appointed by the Corporation for such periods as they determine. The Chair of Premises Group will be the Chair of the Corporation.

**QUORUM**

Three Members (one of whom may be the Principal).

**ATTENDANCE**

The Vice-Principal, the Assistant Principal (Director of Finance and Estates) and the Clerk to the Corporation will normally attend meetings. Others may attend at the invitation of the Chair.

**PURPOSE**

The Corporation has delegated to the Premises Group the task of approving, on its behalf, urgent decisions on building matters, mindful of the College's financial regulations, subject in each case to seeking retrospective approval from the Corporation, if possible on the recommendation of the F & GP Committee. To deal with any other matters as delegated by the Corporation from time to time.

**FREQUENCY**

Meetings will be held as required and may be held at short notice, without the usual seven day notice period required in respect of other Committee Meetings.

**AUTHORITY**

The Group has specific authority as delegated by the Corporation from time to time. It also has delegated authority as set out in these terms of reference.

**REPORTING**

Formal minutes will be taken of all meetings and will be presented to the next meeting of the F & GP Committee/Corporation. Minutes will be approved and signed at the next meeting of the Group.

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| Last reviewed: June 2011<br>Corporation Approved: July 2011<br>Review Date: Annual |
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