



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 Resources) 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 or those requiring attention between scheduled F&GP or Corporation meetings, 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.

Corporation Approved: July 2017

Review Date: Annual