BHASVIC

TERMS OF REFERENCE
PREMISES GROUP OF THE RESOURCES COMMITTEE

CONSTITUTION
The Premises Group reports to the Resources Committee, which in turn reports to the Corporation.

MEMBERSHIP
The Members will include the Chair or a Co-Chair of the Corporation, the Chair of the Resources Committee, the Principal and may also include those who have been co-opted to the Group by the Corporation.
The membership rules which apply to the Resources Committee will also be applicable to the Premises Group 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 a Chair or Co-Chair of the Corporation, unless the Corporation decides otherwise.

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

ATTENDANCE
The Vice Principal (Director of Resources) and the Governance Director/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 Resources 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 Resources 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 Resource Committee/Corporation. Minutes will be approved and signed at the next meeting of the Group.