

Terms of Reference Estates Committee (v4 draft Nov 2022)

1 Introduction

The Estates and Facilities Committee (the Committee) is established as a sub-committee of the Trustee Board. Its main purpose is to develop strategies for estates and facilities management for and to monitor the progress of performance.

The Committee has no executive powers other than those set out in these terms of reference.

2. Membership

The Chair and committee shall be appointed by the Trustee Board.

Meetings will be quorate if two or more members are present

3. Meetings

The committee shall meet at least three times each year and as required.

4. Terms of reference

- Advise on the development of the Estates Strategy
- Monitor the implementation of the estates & facilities management strategy and direct action where appropriate
- Receive such information as is required to be assured in relation to key risks arising, including any implications for the capital programme, including but not limited to:
 - i. Fire Safety
 - ii. Legionella
 - iii. Asbestos Management
 - iv. Security Operations
 - v. Energy and Utilities
 - vi. Environmental Performance and Waste Management
 - vii. Statutory Maintenance
- Offer advice on arrangements for the day-to-day management and utilisation of the estate.
- Provide support in the preparation of business cases for maintenance costs associated with capital development
- Approve policies as per Policy delegation list

- Consider the implications for the development and management of the estate which arise from relevant legislation and guidance, in particular on planning and environmental management;
- To own the criteria for prioritising spending
- scrutinise estates and IT spending over £100K
- Monitor progress on estates capital and revenue projects;
- To report to the Board on the strategic performance of estates, IT and facilities management
- Receive reports on the progress of capital projects
- Monitor the implementation of the IT Strategy so it aligns with the trust's objectives
- Receive regular reports from the Communications Director so as to be assured that executive responsibility continues to be effective
- Provide advice and guidance on IT strategy
- Scrutinise strategic level IT issues and risks