



CORPORATION BOARD

CAPITAL PROJECT: PROJECT BOARD TERMS OF REFERENCE

1. The Project Board shall be a committee of the Corporation Board as agreed at the meeting of the Corporation Board on 20 July 2006.
2. The purpose of the Board is to assist the Principal and advise the Corporation Board in the submission of a capital support bid to the Learning and Skills Council (LSC) for the re-development of the College estate and oversee the implementation of the College's property strategy.
3. The initial membership of the Board shall be:

David Underwood (Vice-Chair of the Corporation Board and Chair of the Finance and Estates Committee)
Peter Mosek (Governor and link governor for Health and Safety)
Kate Allsop (Governor)
Howard Baggaley (Governor)
Asha Khemka (Principal and Chief Executive)
Tom Stevens (Executive Director: Capital Projects)
4. The Board shall have the power to co-opt other persons on to its membership provided that the quorum is always 3 members of the initial membership listed above.
5. The Board shall have the following remit, to: -
 - a. monitor the preparation and implementation of each of the elements of the property strategy;
 - b. advise the Corporation Board on the appointment of professional advisors and project managers;
 - c. appoint contractors within the requirements for procuring services and tendering set out in Financial Regulations;
 - d. monitor progress against budget and the programme of works and report regularly to the Finance and Estates Committee and the Corporation Board on the same;
 - e. monitor procedures to ensure the continuity of College business during periods of construction;
 - f. monitor the effectiveness of measures taken to minimise the impact of the construction phase on the quality of the learning experience of existing students;

- g. report to the Corporation Board on any emerging health and safety issues in relation to the property strategy and construction; and
 - h. consider any other related matters referred to the Board by the Corporation Board.
6. The Board has no specific delegated decision-making powers and shall act in accordance with resolutions of the Corporation Board. However, in cases of urgent decisions being required, the Chair of the Corporation Board can be asked to take Chair's action following consultation with at least one other governor not a member of the Board. Any such decisions are to be communicated at the next meeting of the Corporation Board.
 7. The Board will be free to take operational decisions in line with the costs and programme previously agreed by the Finance and Estates Committee and the Corporation Board as appropriate.
 8. The Minutes of the Board shall be submitted to the next full meeting of the Corporation Board for information and/or approval as appropriate.

Revision History

Approved by the Corporation Board: 28 September 2006
Revised membership agreed January 2007