

North Kent College Corporation Board

Estates Strategy & Capital Projects Committee Terms of Reference

Terms of Reference	
Estates Strategy & Capital Projects Committee	<p>The purpose and responsibilities of this committee are:</p> <ol style="list-style-type: none">1. To oversee the strategic delivery and governance of the North Kent College Estates Strategy and associated capital projects. <p>This includes, but is not limited to:</p> <ol style="list-style-type: none">1.1. Dartford Land Disposal – Bellway Project1.2. DfE Capital Improvement and Transformation Funds Monitoring project progress and spend against grant conditions, ensuring risk management, value for money, and alignment with strategic priorities.1.3. General Estates and Operational Projects Scrutiny of procurement and tendering activity, renewal of estates-related service contracts (e.g. catering, utilities), and ensuring compliance with statutory requirements, College policies, and financial delegations.1.4. Land Disposals Providing governance oversight for current and future land disposals, including due diligence, legal obligations, and alignment with College strategy.1.5. Estates Strategy Development Advising the Corporation Board on the future direction of the estate to support curriculum growth, sustainability ambitions, and funding opportunities, informed by data such as surveys and condition reports. <ol style="list-style-type: none">2. To receive and consider the views of the Chief Executive and Deputy Chief Executive and other College managers on the delivery of any planned estates proposals and developments and capital projects <ol style="list-style-type: none">2.1 To receive and consider regular reports comparing progress against the agreed action plan so that any potential slippages can be identified and remedial correcting action determined.

2.2 To receive and consider the views of the Chief Executive and Deputy Chief Executive and other College managers so as to monitor the performance of the Property Consultants/Build Contractors, the architects and others including the impact (positive or negative) on the delivery of any planned building project on time and on budget.

2.3 To receive and consider the views of the Property Consultants, the architects and other 3rd party key stakeholders on the performance of College management on the delivery of the planned building project on time and on budget.

3. To approve payment, subject to the Corporation Board setting a financial limit, to any party in the pursuance of the above. The figure authorised by Corporation Board for any single approval by the Estates Strategy & Capital Projects Committee is up to £600,000 provided that any expenditure approved by the Estates Strategy & Capital Projects Committee over £150K will be notified to all Governors. A full report on all expenditure on the/each capital project will be presented to every Corporation Board meeting.

3.1 Where an expenditure commitment exceeds the £600,000 limit, the committee will review and make appropriate recommendation to the Corporation Board whose approval will be required, either at its next meeting or by written resolution to expedite authorisation by Governors.

3.2 Where consideration and approval of an expenditure commitment within the committees delegated authority is required at short notice due to unforeseen circumstances and a formal meeting is not achievable, the Estates Strategy & Capital Projects Committee will be permitted to review and approve the proposed contract expenditure electronically.

3.3 To consider and approve the contents of the tender document leading to the appointment of either construction contractors or project contractors.

4. To review the necessary applications to the Local Authority prior to submission, covering building regulations and planning permission considerations.

5. To carry out any other matters relating to the Estates Strategy which may arise from time to time and to ensure that appropriate issues are drawn to the attention of the Corporation.

	<p>5.1 To oversee post-project evaluation of capital projects exceeding £250,000, including assessment of benefits realisation and lessons learned.”</p> <p>POWERS OF THE ESTATES WORKING GROUP</p> <p>In order to exercise the role provided for under the Terms of Reference, the Estates Strategy & Capital Projects Committee will have the power to:</p> <ol style="list-style-type: none"> 1. Investigate any activity within its Terms of Reference; 2. Seek any information it requires from the Property Consultants, the architects and other advisors; 3. Obtain external professional advice. <p>Chair – to be appointed by the members of the Corporation Board.</p> <p>Frequency of Meetings – as required</p>
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Committee Details

<u>DESCRIPTION</u>	<u>NAME OF GOVERNOR</u>
Chair of Committee	External Governor Chair – to be appointed by the members of the Corporation Board.
Governors	In the absence of the Corporation Board appointed Chair members of the Committee may elect a temporary Chair. X 5 (including Vice Chair of Corporation and Chief Executive) (To include at least two governors with relevant expertise and skills)
Co-opted Governor	<u>X 1 (Independent member appointed by the Board for their expertise and skills with full voting rights.</u>
External Consultant	1 x External Property Consultant – in attendance by invitation when required
SLT Representation	Deputy Chief Executive & Vice Principal Learning & Resources
Clerk & Governance Advisor to the Corporation	Y Hughes
Quorum	3 Governors (Excluding the Chief Executive, including any co-opted Governor)

