

CENTRAL SUSSEX COLLEGE CORPORATION

Terms of Reference for the Capital Committee

(Agreed by the Corporation at its meeting on 20th May 2010 and revised at its meeting on 12th December 2011)

1. Membership

- 1.1 The Committee shall be appointed by the Corporation and shall comprise a minimum of 5 Members. The Chair of Corporation, the Chair of the Resources Committee and the Principal will be ex-officio Members.
- 1.2 The Chair of the Committee will be selected by the Corporation.
- 1.3 A quorum for the Committee will apply in the event that any decisions are required within its delegated authority. The quorum will be 2 members not including the Principal. A quorum will not apply to the Committee for any meeting or part of a meeting where a decision under its delegated authority is not required.
- 1.4 The Clerk to the Corporation shall act as Clerk to the Committee, and in his absence the Deputy Clerk.
- 1.5 The Committee shall normally meet at least once per term, and more frequently when its business requires it.

2. Purpose

- 2.1 To oversee any development of the College's campuses.
- 2.2 To address the strategic oversight of the accommodation and capital requirements for the College.

3. Terms of Reference

- 3.1 To consider and recommend for approval the overall Accommodation Strategy and Operational Plan for the College.
- 3.2 To consider, and recommend for approval to Corporation, and monitor the College's decisions in relation to individual Capital Projects that fall outside the delegated authority of the Principal.
- 3.3 To meet regularly with the Principal, members of the Executive to receive reports on progress on Capital Projects.
- 3.4 To consider and recommend for approval to Corporation, and to monitor, the disposal of buildings and land in accordance with Corporation decisions.
- 3.5 To monitor procedures for ensuring the continuity of College business during periods of building works.

- 3.6 To consider and review the Information and Technology (IT) Strategy and any other capital matters of strategic importance.
- 3.7 To consider any other related matters referred to the Committee by the Corporation on capital matters.

4. Delegated Authority

- 4.1 When there is a need to take urgent decisions to further the College's Capital and Accommodation Plans between Corporation meetings, the Corporation may delegate authority to the Committee to take such decisions, specifying the financial limits and time period. This delegated authority is to be exercised subject to the concurrent agreement by the Chair of Resources and the Chair of the Corporation.