

Estates & Sustainability Dual Assurance Terms of Reference

The University's senior governance group responsible for the estates management, capital programme and the Environmental Sustainability Policy, its delivery and review.

Management Lead: Director of Campus Infrastructure & Operational Support Services

Member of the Vice-Chancellor's Executive Group, responsible for the delivery/development/implementation of policy.

Independent Member: Senior Member of Council

Ensures that the business areas are well-managed and that appropriate processes have been followed in decision making, giving guidance to the Chair of Council where there is cause for concern.

Coordinator: Office of the Director of Campus Infrastructure & Operational Support Services

Responsible for the communication and maintenance of an audit trail of decision making.

**Advisors to the Group: Director of Estate Services including members of the senior team
Environment and Sustainability Adviser**

- To be assured that the University's Estate Management and capital programmes, including the acquisitions, disposal, development and master planning for all sites and buildings either owned, leased or occupied by the University or by its partners and subsidiaries, are properly delivered.
- To be assured of the appropriate planning, execution, and financial control (including value for money) of all major capital projects including new buildings, refurbishments and maintenance; and of appropriate infrastructure around major new and replacement information systems.
- To be assured that the risks associated with estates management and environmental sustainability are understood, that they are being scored and managed effectively, and that there is clarity regarding the length of time it is acceptable for a risk to be scored as "red".
- To be assured that the necessary upkeep and maintenance of buildings, services and grounds is undertaken.
- To provide leadership for environmental sustainability across the University and wider community.
- To be assured that sustainability is embedded across the University's policies and activities. To ensure consultation and involvement from across the University community regarding the development and implementation of the Environmental Sustainability Policy, including Campus Environment Management Group, and appropriate task and finish groups.
- To ensure equality and diversity have been appropriately considered in the decision making process.
- To ensure that the work of Estates Management and Environment has sufficient interface with other groups across the University.
- To make regular reports to Council, and in the case of Environmental Sustainability to provide an annual report.