

TERMS OF REFERENCE OF THE TRANSFORMATION PROJECTS COMMITTEE

Constitution

Ex-officio members: Deputy Chair of the Board (as Chair or his/her nominated representative); Chair or Member of Finance and Resources Committee (or his/her nominated representative); Chair or Member of Audit and Risk Committee (or his/her nominated representative); the Vice-Chancellor and President; the Chief Financial Officer/Deputy Vice Chancellor

Appointed members: one independent member of the Board of Governors, one internal member of the Board of Governors and a representative from the Students' Union.

In attendance: University Secretary as Secretary to the Committee

One or more of the PVCs and other UEB/UMB members as deemed appropriate by the Deputy Chair will be expected to be "on call" for any meetings. The Committee reserves the right to request the attendance of staff and any member of the University. The Committee/Group may call "expert advice" (whether internal or external) in person, or to provide briefings. It may meet on University premises or elsewhere as it sees fit.

Total Membership: 8

Meetings: The Transformation Projects Committee shall meet on an ad hoc basis, at the request of the Board of Governors or as requested by the University Executive Board. The Committee/Group may call "expert advice" (whether internal or external) in person, or to provide briefings. It may meet on University premises or elsewhere as it sees fit.

Quorum: The quorum shall be the Chair, the Vice-Chancellor and President (or his/her nominated representative), the Chief Financial Officer/Deputy Vice Chancellor (or his/her nominated representative) and two other members of the Board.

Terms of Reference

1. To undertake due diligence enquiries and necessary scrutiny on behalf of the Board on:
 - matters of strategic or fundamental importance to the University;
 - the planning of significant [as determined by the Board] capital projects.
2. To consider matters in the context of the University's strategic plan focusing on the financial implications and risks associated with each project, initiative, commercial venture, campus development or matter referred to it.
3. To review and advise the Board on business cases for new strategic projects, campus developments, new commercial ventures, existing commercial ventures and other such initiatives.
4. To monitor progress on the implementation of strategic projects, campus developments, new commercial ventures, existing commercial ventures and other such initiatives.

5. To receive timely reports, at least every six months and more frequently as required, of expenditure on capital projects, work completion against agreed timescales, benefit realisation and to make reports and recommendations to the Board of Governors on delivery and expenditure accordingly.
6. Review and advise the Board on site planning and design matters relating to the built environment and other logistical matters.

Authority

1. To report and make recommendations to the Board as appropriate.
2. While the Transformation Projects Committee does not assume responsibility for reporting to the Board on the University's financial position or estates strategy on behalf of Finance and Resources Committee, it may conduct due diligence on behalf of FRC reporting on these matters directly to the Board on such terms that may be defined by FRC.