

Estates Planning Group Terms of Reference

ESTATES PLANNING GROUP

Terms of Reference 2025-26

Purpose

The purpose of the Estates Planning Group is to provide a representative forum to direct the planning and to oversee the development, construction and performance management of the University's operational estate and infrastructure. The Group will consider academic need, resource implications and the importance of environmental sustainability.

The Group will:

- a) Ensure, through strategic direction, guidance, and constructive challenge, that the University's operational estate:
 - delivers the places and services to support the pursuit of education, learning, and research at the highest levels of excellence, now and for the future;
 - meets the University's property-related strategic priorities, including the fulfilment of its strategy and facilitating the delivery of its digital and sustainability targets;
 - provides compliant working environments, value for money and achieves efficient utilisation and operation of its built assets with regard to appropriate benchmarks.
 - provides safe and compliant residential accommodation for students and guests.
- b) Report to University Executive Board upon progress in delivering the Estates Strategy which underpins and facilitates the University Strategic Plan.
- c) Review the Capital Works Programme and to monitor project progress and update UEB, via the minutes of the Group.
- d) Recommend policies related to Estates activities to UEB and periodically monitor their efficacy.
- e) To coordinate the capital investment prioritisation process to ensure oversight of investment decisions and ensure that capital spend is linked to strategic objectives, managed within agreed budgets, and properly risk assessed.
- f) Advise UEB and Council about the acquisition and disposal of land and buildings.
- g) Monitor engagement with the local authority and developments in the Liverpool City Region to ensure the University's best interests are represented.
- h) monitor compliance with all statutory and relevant legislation including fire, water and accommodation regulations, and to update UEB on any areas of non-compliance.

Membership

Chief Operating Officer (in the Chair)
Director of Estates
Health and Safety Advisor
Director of Student Learning
Director of Student Life
Head of IT
Estates Services Manager
Sustainability Manager
Head of School of Creative and Performing Arts
Director of Finance and Procurement
Head of Plas Caerdeon Centre
One Associate Dean (External Engagement)
Students' Union – Vice President (Welfare and Community)

By Invitation

Relevant staff to be invited as required

Quorum

A quorum will be half of the members. If a quorum is not present, the meeting may proceed, but recommendations will require ratification at the next meeting.

Review

The Group will review these terms of reference annually and provision any necessary revisions to University Executive Board for approval.

Frequency

The Group will meet at least three times per year but additional meetings may be convened at the discretion of the Chair.