

ACCOMMODATION WORKING GROUP TERMS OF REFERENCE

1. The Accommodation Working Group will be a sub-committee of the Finance and General Purposes Committee and will report to the Finance and General Purposes Committee on a termly basis.
2. On behalf of the Corporation, to receive, approve and monitor the project plan relating to the implementation of the College's Accommodation Strategy, in particular:
 - Building of Academic Accommodation
 - Arrangements for the provision of student residences
3. To receive regular reports on the progress to date and ensure that timescales are adhered to or, where this is not applicable, to understand and appreciate the reasons for the delay and to take action as appropriate.
4. To act as a critical friend of the College in debating the various approaches to be taken during the implementation stages of the Accommodation Strategy.
5. To bring to the Corporation's attention any issues associated with the implementation of the Strategy.
6. The Vice Principal - Finance to prepare for the Group regular financial forecasts to enable them to bring to the attention of the Finance & General Purposes Committee, as a matter of urgency, any forecast which suggests that there is a risk of exceeding the relevant budget.
7. To provide support and assistance as appropriate, whilst recognising that it is not the function of the Group to be involved in the day-to-day management of the project or to provide professional advice. This will lie with the appropriate manager or consultant/professional adviser as appropriate.
8. The Group to be disbanded on the successful completion or abandonment of the Strategy identified at (1.) above.

MEMBERSHIP

1. The membership of the Group will be the Chair of the Finance and General Purposes Committee, two other members of the Corporation, and the Executive Team. The Corporation has the right to co-opt up to a further two individuals with appropriate skills and experience to assist the Committee in its work as the need arises.
2. Membership of the Accommodation Working Group to be as determined from time to time by the Corporation.
3. The Group may co-opt non-voting members onto the Group with relevant skills and experience consistent with these Terms of Reference.

QUORUM

1. The Group shall be quorate when 3 members are present, provided one is always a Corporation Member (excluding the Principal).
2. If fewer than 4 members are present, the meeting may proceed, and the outcome reported to the Chair of the Corporation and the Chair of Finance & General Purposes Committee.

GROUP CHAIR

1. The Group will elect a Chair from its number in accordance with the procedure as specified in the Standing Orders of the Corporation. The term of office for the Group Chair will normally be two years unless a vacancy occurs, when the post will be filled for the outstanding period of office of the outgoing Chair.
2. The Group will not normally appoint a Vice-Chair.
3. If the Group Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number.

CLERKING ARRANGEMENTS

1. The Clerk to the Corporation will ensure that appropriate clerking arrangements are in hand for the Group. Normally this will be the Clerk to the Corporation.
2. The Group to keep regular minutes of its meetings and shall cause the minutes to be recorded by the Clerk to the Corporation.

FREQUENCY OF MEETINGS

The Accommodation Working Group to meet as required, expected monthly.

STANDING ORDERS

The Corporation Standing Orders will apply to the running of the Group as appropriate.