

ACCOMMODATION WORKING GROUP TERMS OF REFERENCE

1. The Accommodation Working Group will be a sub-committee of the Finance Committee and will report to the Finance Committee.
2. To act as a critical friend of the College in debating the various approaches to be taken during the preparation of a revised Accommodation Strategy for the College.
3. To bring to the Corporation's attention any issues associated with the implementation of the Strategy.

MEMBERSHIP

1. The membership of the Group will comprise the Chair, a representative of the Finance Committee and up to two other Governors, together with the **Deputy Principal**, Vice Principal Corporate Services, **Vice Principal International** and Director of Estates Strategy. 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 **3** members are present, the meeting may proceed and the outcome reported to the Chair of the Corporation and the Chair of Finance 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 termly.

STANDING ORDERS

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

APPROVED BY CORPORATION 15 DECEMBER 2011