

## TERMS OF REFERENCE FOR THE PREMISES COMMITTEE 2016/2017

### **Composition of Membership of Committee:**

Chair or Vice Chair of Governors (ex-officio)

Principal (ex-officio)

and a minimum of 5 additional Governors including the following:

A Staff Governor

A Governor from Finance, HR and Curriculum committees

### **Composition of Associate Membership:**

Deputy Principals

Director of Finance and Resources / Company Secretary

Premises Manager

Only Governors have voting rights

### **Current Membership:**

Governor	Vivien Duval Steer (Chair)
Governor	Ruth Jones (Vice Chair)
Governor	Clare Babbage
Governor - Principal (ex-officio)	Tony Alexander
Governor - Chair of Governors (ex-officio)	Jill Elson
Governor - Staff	Andy Gelling
Governor	Anna Stimson
Governor - HR	Robert Mitchell
Governor - Finance	Lesley Miszewska

### **Current Associate Membership:**

Deputy Principal	Graham Allen
Director of Finance and Resources / Company Secretary	Kim Dearsly
Premises Manager	James Murphy

**Attendance** The committee may invite to particular meetings, individuals responsible for premises management within the College

**Quorum:** The Principal or nominated Deputy and three other governors including the Chair or Vice Chair of Premises

**PA to Committee:** Michaela Savage

**Period of Office:** 4 years or for as long as a member remains eligible whichever is the shorter.

**Meeting dates for 2016 / 2017**  
20.09.16  
17.01.17  
13.06.17

**Date agreed:** 13 September 2016

**Date of review:** September 2017

**Committee Chair's Signature**

## Brief

To ensure the efficient management of the premises and grounds of the College within the requirements of legislation, Governors' policies and the management plan.

Terms of Reference	Decision / Recommendation	Review Cycle
a) To monitor the annual Fire Risk Assessment	R	Aut
b) To review the Asbestos Report annually	R	Aut
c) To establish and keep under review ECC's accessibility plan.	D	Spr
d) To recommend a 3 year Maintenance Plan for the College within the budget allocation for approval by the Finance Committee	R	Sum
e) To receive a report annually on the premises and grounds and to agree a statement of priorities for maintenance and improvement with reference to the Asset Management Plan and Risk Register.	D	Sum
f) To provide support and guidance for the Principal on all matters relating to the College premises and grounds, security, health and safety and environmental issues.	R	As necessary
g) To ensure that the College seeks to comply with health and safety regulations, taking advice where necessary monitoring the effectiveness of these arrangements.	D	Aut Spr Sum
h) To monitor progress of building works and ensure any necessary liaison with NPS Group and other approved property advisory services.	R	As necessary
i) To consider any other matters relating to the site and buildings.	R	As necessary
j) To review Premises policies as per the rolling programme (see Appendix A) and recommend changes as required.	D	Aut Spr Sum
k) To monitor the College Development Plan and progress made.	R	Aut Spr Sum
l) To identify and recommend to the Risk Management Committee items relating to the College premises, grounds, security, health and safety and environmental issues that may need registering in the Risk Register.	R	Aut Spr Sum
m) To recommend for approval to the Finance Committee bids and grants and / or the supply / procurement of goods and services ensuring that VFM has been achieved and the robust principles of the Finance Policy have been followed.	R	As necessary
n) If it is not practical to obtain recommendation for bids and grants and/or the supply/procurement of goods and services outlined in l) above from a full meeting of the Premises Committee, as the requests falls outside of meeting dates, the Chair or Vice Chair of the Premises Committee has delegated power to agree such urgent requests in conjunction with the Director of Finance and Resources.	D	As necessary

## Appendix A

Policy	Last Reviewed	Review Date	Review Cycle	ECC Staff Responsible
Exmouth Travel Plan	Aut 1 2014	Aut 1 2016	2 yrs	G Allen
Fire Safety and Evacuation Manual	Sum1 2015	Aut1 2016	Annual	J Murphy
Asbestos Policy & Management Plan	Sum 1 2015	Aut 12016	Annual	J Murphy
Annual Fire Safety Inspection	Sum 1 2015	Aut1 2016	Annual	J Murphy
Use of ECC as an emergency rest centre	Spr 1 2016	Spr 1 2017	Annual	J Murphy
Disability Equal Scheme & Accessibility Plan	Spr 1 2016	Spr 1 2017	Annual	
Property Management & Planning Policy	Spr 1 2016	Spr 1 2017	Annual	J Murphy
Emergency Management Plan	Spr 1 2016	Spr 1 2017	Annual	J Murphy
Mgt Outdoor Ed, Visits & Off-Site activities	Spr 1 2016	Spr 1 2017	Annual	G Allen
Lone Working Policy	Sum 1 2016	Sum1 2017	Annual	J Murphy
Manual Handling Generic Risk Assessment for Caretaking Staff	Sum 1 2016	Sum1 2017	Annual	J Murphy
Health and Safety Policy	Sum 1 2016	Sum1 2017	Annual	G Allen
CCTV Policy	Sum 1 2016	Sum1 2017	Annual	J Murphy
School Security Policy	Sum 1 2016	Sum1 2017	Annual	J Murphy
Working at Height Generic Risk Assessment for Caretaking Staff	Sum 1 2016	Sum1 2017	Annual	J Murphy