

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CAPITAL PROJECT COMMITTEE - TERMS OF REFERENCE

1. Membership

5 members from any category, to include the Chair of the Corporation (ex-officio) and the Principal (ex-officio). At least one member of the Committee must have appropriate senior expertise in major building and construction matters.

2. Quorum

3 members

3. Purpose

The purpose of the Capital Project Committee is to provide the Corporation with authoritative advice on progress in relation to a specific Capital Building Project.

The Capital Project Committee will be formed solely for the purpose of overseeing specific capital project as referred to it by the Corporation and will have no authority to consider any other property or capital matters unless specifically delegated such authority by the Corporation.

The Capital Project Committee's term of office will expire after the official handover of the project to the College.

4. Appointment of Chair

The Corporation shall appoint the Chair of the Committee. The term of office of the Chair shall be for the duration of the Capital Project. The Principal, Staff and Student members or any external co-opted member shall not be eligible for appointment as Chair.

5. Officers in Attendance

The Deputy Principal Finance & Resources

The Clerk to the Corporation

Designated Managers/Contractors/Design Team Members may be invited to attend and make presentations depending on the agenda items for consideration.

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting.

All persons In Attendance shall have no voting rights.

6. Meetings

1. The Committee shall meet as and when required.
2. The Clerk to the Corporation shall act as Clerk to the Committee.

7. Powers of the Committee

In addition to those matters specified below in the Terms of Reference, the Committee shall have delegated authority to make specific decisions within any approved budgets agreed by the Corporation, and in line with the College's Financial Regulations.

8. Terms of Reference

To consider specific schemes designated as Capital Projects within the delegated powers given to the Capital Project Committee by the Corporation.

1. To agree the overall scope of works for the Capital Project.
2. To consider the financing for the Capital Project (College Reserves, Bank borrowings, SFA funding etc) and to make recommendations to the Corporation.
3. To monitor progress from design to completion of the Capital Project.

9. Reporting to the Corporation

The Minutes of each meeting shall be submitted to the Corporation for review and consideration of any recommendations referred to the Corporation that are in addition to any delegated authority given to the Committee by the Corporation.
