



# UCC

**Coláiste na hOllscoile Corcaigh**  
University College Cork, Ireland

## Physical Asset Committee

Terms of Reference

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## 1. Purpose

The Physical Asset Committee (the “Committee”) is established to assist the Governing Authority (GA) to oversee the stewardship of the University’s physical assets, ensuring that they are effectively managed, maintained and developed to support the delivery of the University Strategic plan.

The Committee oversees all aspects of the University’s Capital Projects Programme.

The Committee oversees all physical assets owned or under the control of the University or any Subsidiaries of the University. Physical assets are tangible assets, this includes, but is not limited to land, buildings, physical infrastructure, and heritage assets.

The Committee oversees the utilisation of University physical assets.

## 2. Authority

The Committee advises and makes recommendations to the GA on any matter within its remit.

The Committee has the delegated authority from GA to fulfil its functions.

## 3. Membership

The membership of the Committee will be competency based and shall be appointed by the GA on the recommendations of the Nominations Committee. Any gaps in terms of skills required for the Committee may be filled by utilising section 18(4) of the Universities Act 1997 (as amended by the Higher Education Act 2022) which permits members external to the University to be appointed by the GA.

The Committee shall consist of six members including:

- One external GA member;
- One internal GA member;
- Two external members with experience in property/construction management; architecture, landscape architecture project management or conservation architecture;
- Two external members with financial experience of capital development.

Diversity of gender, age profile, ethnicity and experience should be considered in composition. Membership of the Committee should not be comprised of more than 60 % of one gender where

possible.

One of the external members of the GA shall be appointed by GA as the Chair. Another member shall be appointed by the GA as Deputy Chair.

Members are required to attend all meetings of the Committee. In the event a member does not attend 3 consecutive meetings, they may be replaced.

The Chief Financial Operating Officer and the Director of Buildings and Estates will be required to attend all meetings but will not be members of the Committee.

#### 4. Functions and Responsibilities

The Committee will on behalf of, and under the delegated authority of, the GA:

- provide oversight of the management of the University's assets;
- maintain the functionality and financial sustainability of the University through stewardship of its assets;
- review the Campus Master Plan;
- review the Strategic Asset Management Plan and associated policies, guidelines and procedures;
- review and recommend proposed preventative maintenance and refurbishment projects as part of the annual budget submission process;
- advise on the priorities for the development and allocation of assets and space;
- receive reports and make recommendations in relation to the University's property portfolio, including strategic leasing, acquisitions and disposals of property;
- advise the Finance Oversight, Planning and Resource Allocation Committee of capital priorities/ refurbishment to enable them to ensure that any proposed development / refurbishment is financially viable;
- support the implementation of the University's space management policies and associated guidelines, standards and terms of occupancy, including determinations on space allocation and optimisation;
- ensure plans for major capital acquisition or works are prepared and reviewed; and
- review major infrastructure projects including roads, water, power, wastewater, IT, car parks and walkways;
- review the utilisation of the University's physical assets.

## 5. Rights

The Committee may:

- procure specialist ad-hoc advice, subject to UCC's Purchasing Policy, at the reasonable expense of the University, subject to budgets agreed by GA; and
- request additional reporting/information from staff/units within the University and/or its Subsidiary Companies under the remit of the University to enable it to perform its duties and responsibilities.

## 6. Conduct of Business

The Committee shall meet at least 6 times per year, usually three weeks in advance of an Ordinary GA meetings.

The GA may ask the Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice, or the Chair of the Committee may convene additional meetings if they deem it necessary;

A minimum of four members (including the Chair or Deputy Chair) of the Committee must be present for the meeting to be deemed quorate. Only a duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

At any meeting the Chair, if present, shall take the chair. If the Chair is not present, the role of the Chair shall be assumed by the Deputy-Chair and the meeting can proceed;

The Regulation on the Conduct of GA Business will apply to the conduct of business of the Committee;

Private Sessions, i.e. meeting time without executives present, should be scheduled as a standing item at the start or the end of the Agenda of every meeting and utilised if requested by any Committee member.

The Chair of the Committee will meet with the Chair of the GA at least twice per year.

The Committee will meet with other relevant Committees of GA as required on an annual basis;

Committee members and any other person in attendance at meetings of the Committee will be expected to treat all information, commercial or otherwise with due confidentiality.

The Office of Corporate and Legal Affairs will provide the Secretariat to this Committee.

## 7. Information Requirements

The Committee will be provided with all information to enable it to discharge its duties in a timely manner and to ensure that decisions are made based on robust data.

## 8. Conflict of Interest

Committee members shall take personal responsibility to declare any potential conflict of interest arising in relation to any items on the Agenda or tabled during Committee meetings.

Where a conflict of interest arises, a Committee member shall bring this to the attention of the Chair and where necessary absent themselves from the meeting for the duration of the discussion and shall not take part in any decisions in relation to the matter in question. Similar arrangements apply in relation to relevant meeting documentation where such documentation should not be made available to the Committee member once a potential conflict of interest has been declared. This shall be noted in the minutes of the Committee meeting.

## 9. Terms of office

The period of office for members of the Committee shall be for a four-year period for a maximum of two consecutive terms (eight years).

## 10. Reporting

The Chair of the Committee will submit a report to the GA one week prior to each GA meeting including any recommendations for decisions to be approved by GA, on matters considered by the Committee since the previous meeting of the GA and the basis for such recommended decisions.

The Committee will provide an annual report to the GA.

## 11. Committee Review

- The Committee will review these terms of reference annually and make recommendations on updating or amending them to the GA as appropriate.
- The Committee shall periodically review its own effectiveness as a Committee of the GA Annually.

## 12. Version History

<b>Version</b>	<b>Changes</b>	<b>Date</b>	<b>Approved by</b>
1		18/04/2024	Governing Authority