

Estates Management Board

1. Constitution

- 1.1 The Vice-Chancellor has established an Estates Management Board (EMB) which reports to the Vice-Chancellor's Executive.
- 1.2 EMB will liaise with the Capital Programmes Board to ensure the two Boards support each other and do not duplicate efforts.
- 1.3 EMB will also liaise with the IT Management Board, the Student Success Board and the Sustainability Management Committee, as appropriate.

2. Scope

- 2.1 EMB oversees service delivery of the University's estates and facilities operations to support the students and staff of the University, including the management of the core service partners.
- 2.2 EMB oversees feedback from all building users and ensures that there is appropriate escalation and resolution.
- 2.2. EMB plans and oversees all minor estates projects.
- 2.3 EMB reviews and approves regulations, policies and procedures related to the University's estate.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Chief Operating Officer (*Chair*)
- Chief Financial Officer
- Executive Director of Estates & Facilities
- Executive Director and Chief Information Officer
- Executive Director of Student & Academic Services
- Faculty Operating Officers for each Faculty
- CEO Greenwich Students' Union
- Head of Sustainability

Other members

- Representative of Marketing and External Relations

4. Attendance at meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Board may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Board.

5. Delegated Authority

The Board is authorised by the Vice-Chancellor to approve the following:

- 5.1 Regulations and policies related to the University's estate. Ensure adherence to legal and regulatory requirements and best practice;
- 5.2 Plans to improve performance in the areas within the Board's remit;
- 5.3 Regularly review key risks within the Board's remit. Approve action plans to take advantage of opportunities and mitigate risk;
- 5.4 Good practice and procedures, ensuring adherence to legal and regulatory requirements and best practice.

6. Other Duties

The other duties of the Board shall be to:

- 6.1 Oversee the University's estates and facilities operations including the management of core services partners. Ensure that service delivery is achieved economically, efficiently and effectively;
- 6.2 Oversee the performance of estates and facilities operations against objectives and performance targets, ensuring that agreed standards are met with the goal of continuous improvement;
- 6.3 Consider reports on key areas for significant service improvement from feedback received from stakeholders in Faculties, Professional Services and Building User groups. Recommend business cases to VCG to improve service and performance;
- 6.4 Oversee the prioritisation and delivery of minor projects as defined in the Delegation Framework as to time, budget, quality and the realisation of benefits, liaising when necessary with the Capital Programmes Board;
- 6.5 Review and prioritise space requests. Monitor plans for changes to the use of existing space which are not part of a Capital Programme project. Liaise with the Capital Programmes Board on the monitoring and improvement of space utilisation so there is no duplication of effort;
- 6.6 Review minor project plans to improve and innovate in the use of the learning environment whether by the utilisation of space or technology. Liaise with the Student Success Board and the IT Management Board as necessary;

- 6.7 Oversee plans to improve performance of estates and facilities operations in the area of sustainability, liaising with the Capital Programmes Board, and reporting to the Sustainability Management Committee on progress;
- 6.8 Regularly scan the HE sector and other organisations for best practice and innovation which are worth considering for implementation;
- 6.9 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Board's business

7. Standing Orders

- 7.1 The Board must adhere to the [Standing Orders](#) for Academic and Executive Committees.

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