

## **LEEDS COLLEGE OF BUILDING**

### **CAPITAL PROJECT WORKING GROUP**

#### **MEMBERSHIP**

(all ex officio)            Chair of the Corporation  
                                    Vice Chair of the Corporation  
                                    Two Governors  
                                    The Principal

#### **QUORUM**

The Group shall be quorate if three members are present (two of which must be external Governors).

#### **TERMS OF REFERENCE**

Responsibilities:

- a) To take decisions on behalf of the Corporation within the framework set by the Corporation, throughout all phases of the College new build project.
- b) To make regular reports to meetings of the Corporation on progress of the project, with recommendations as appropriate.
- c) To agree the financing of the capital expenditure required and to monitor progress on the arrangement.
- d) To approve tenders related to the project in line with the College's Financial Regulations.

Membership and operation:

- e) The Working Group will comprise six members of the Corporation, including the Principal. Executive Team members will be in attendance as required.
- f) The Working Group may invite the College's consultants, advisers or other third parties to attend meetings as appropriate. Similarly, Governors who wish and are able to attend meetings of the Working Group are invited to do so as long as no conflict of interest exists.
- g) The Chairman of the Corporation will be the Chairman and the Vice Chairman will be the Deputy.
- h) The Group will have delegated authority for individual financial decisions up to £150k (excluding VAT) with an overall ceiling figure of £300k (excluding VAT). When the Board are notified of Capital Working Group's decisions the authority level and ceiling will be re-set as long as ALL costs are within the approved project budget. Wherever possible Financial Regulations will be followed. If a decision is taken outside of this, Board members will be immediately informed.
- i) The Working Group shall meet as and when required.
- j) The Working Group will be disbanded on completion of the project or shortly thereafter once all work related to the new build has been met.