

Governors' Capital Group

TERMS OF REFERENCE

Composition:	Minimum three members (including any external co-opted member(s) as appropriate)
Quorum:	40% of Group membership, subject to minimum of three
Attendance	The Corporation attendance target is 80%. Committee members are therefore expected to attend six of the seven meetings scheduled in 2022-23
No of meetings per year	Seven scheduled for 2022-23 year
Chair:	Selected by committee, reviewed annually
Public access to meetings:	By chair's invitation, with members' approval - see Standing Orders Section 12
Conduct of meetings:	See Standing Orders Section 5
Minutes:	Approval, see Standing Orders Section 4 vi
Minutes:	Circulation/publication see Standing Orders Section 10
In attendance:	Chief Operating Officer Chief Financial Officer Group Director Marketing
Key functions and delegated powers:	<ol style="list-style-type: none">1. To oversee and monitor development of the Etc. Group's Property Strategy2. To oversee and monitor the progress and impact of major capital projects3. To ensure systems are in place to secure good value for money in capital projects, including overseeing arrangements for procurement of services4. To monitor the appointment of advisors, consultants and contractors in relation to capital projects5. To receive regular reports on capital receipts and expenditure and agree priorities for capital spending, based on future needs, condition surveys and management of risk6. To report regularly to the Finance and Employment Committee and FE Corporation, highlighting any areas of concern or unexpected impact