

Terms of Reference and Membership for the Capital & Resources Group

Delegated powers

The Committee is a sub-committee of the Executive Board and has delegated powers from Executive Board.

MEMBERSHIP

Ex officio:

President & Vice Chancellor (Chair)
Chief Financial Officer
Vice-President (Strategic Growth)
Chief Operating Officer
Provost and Senior Vice-President
Director of Programmes and Projects

In Attendance:

Capital Accountant
Secretary to the Group

TERMS OF APPOINTMENT

All members are ex officio and remain members for the term of their appointment.

TERMS OF REFERENCE

1. Govern all capital expenditure by the University, the Research Park and Surrey Sports Park, through close interactions with functions.
2. Review annual planning round submissions from all capital functions on behalf of Executive Board, ensuring that each function is prioritising appropriately within their provisional cash envelope, and that each function understands the overall University strategy and total cash envelope available.
3. Recommend to the Executive Board as part of the annual planning round a capital plan commensurate with the estimated cash envelope available for capital expenditure over the planning period.
4. Grant an annual delegation of funds for the academic year ahead to each capital function following the annual planning round. Each delegated budget must be supported by an itemised and phased list of capital spends (or in the case of long-term maintenance budgets, suitable groupings of expenditure).
5. Capital & Resources Group can expect financial business cases (on an incremental basis) to be prepared for:
 - (i) All Estates and IT Capital Development Fund projects
 - (ii) All new faculty spend (i.e. equipment which is additional inventory, not replacement of existing inventory)
 - (iii) All research infrastructure and equipment spend
 - (iv) All Research Park and Sports Park spend
6. Any proposals which require a financial business case will need approval from:

- (i) Relevant EB Sponsor
 - (ii) Relevant Directors of Faculty Operations, when appropriate
 - (iii) Business Finance Partner or Management Accountant
 - (iv) Any other Head of a Department and/or Associate Dean (Research & Innovation) significantly impacted by the proposal
7. Capital & Resources Group must review and approve any required re-phase of the capital plan, or re-allocation of delegated budgets.
 8. Capital & Resources Group may, on behalf of Executive Board, approve business cases where capital expenditure is up to **£250k**. On items where the spend is incremental to the capital plan in place at the time of approval, it should be reviewed by Capital & Resources Group with a recommendation made to Executive Board. Capital & Resources Group should clarify to Executive Board how the incremental spend is being accommodated.
 9. Capital & Resources Group will review reports on spend against delegated funds together with the latest projections of spend within the current planning round timeframe.
 10. Capital & Resources Group will monitor overall capital expenditure plans across all capital spend types. At any point, Capital & Resources Group can amend, re-phase and request re-prioritisation of plans based on affordability constraints or strategic changes.

PROCEDURES

Quorum

The quorum for CRG shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

Every 8 weeks.

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Reporting Arrangements

CRG will report after every meeting to Executive Board on activities within its designated areas of responsibility.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.