



## **Terms of Reference for Domestic Committee**

March 2024



## Terms of reference for Domestic Committee

**Chair:** Director of Estates

**Secretary:** Accommodation Manager

**Membership:** Principal, Bursar, One Trustee, Two Fellows, Senior Tutor, Director of Estates, Domestic Operations Manager, Head of Maintenance, Accommodation Manager, 1 CR Exec Member.

### **Ex Officio: Chair and Vice-Chair of the Trustee Board**

This Committee shall meet up to once per term, typically in 4th Week. Meeting papers will be circulated at least one week in advance of the meeting. An extraordinary meeting may be called by the Principal or the Director of Estates giving a similar one week of notice

The Committee is responsible for:

- Reviewing the Domestic Operations of the College including but not limited to Accommodation provision, Maintenance plans, Catering, Conferencing and the Lodge. Each meeting will receive a short report from the responsible manager for each area on behalf of the Trustees
- Agreeing, if necessary, any significant variations to the annual maintenance plan and material changes to service level provision in any domestic department
- Acting as a forum to bring together the various domestic teams to consider future significant renovation or expansion work and providing input to the Trustee Board to help them to evaluate priorities for future capital expenditure
- Develop an Estates Master Plan including an annual Sustainability Report for report to the Trustee Board
- Considering progress against any Sustainability or decarbonisation plans, feeding challenges, risks and opportunities into the development of any such plans or programmes.
- Giving detailed scrutiny to the College Domestic Risk Registers on behalf of the Governance, Risk and Audit Committee

The Chair of Trustees will be copied to all meeting papers and may attend and contribute to any meeting of the Committee by right. The Committee may seek to afforce its membership for any specific meeting where a topic is discussed that requires relevant professional or other expertise.