

# CAMPUS MANAGEMENT COMMITTEE

## Terms of Reference

### 1 Constitution and Purpose

- 1.1 The Campus Management Committee (CMC) exists to oversee and govern the proper operation of the shared services between Heriot-Watt University and Borders College at Scottish Borders Campus appropriately, effectively and in accordance with the lease. The committee will consist of executive management drawn from both institutions and with appropriate student representation.
- 1.2 The CMC is the primary governance group. The full shared services governance arrangements with respect to each institution are shown in Appendix A.
- 1.3 Each of the shared services (ISLT, Facilities and Library) will form appropriate sub-groups, where necessary, to inform reporting to the CMC.

### 2 Remit

- 2.1 The CMC will ensure proper governance of the shared services at the Scottish Borders Campus, setting the strategic direction for and monitoring service performance, in accordance with the lease agreement between the partner institutions and within agreed budget. The committee has the following functions and objectives:
- i. Set the strategic direction for the shared services.
  - ii. Establish and agree forward plans for the shared services.
  - iii. Monitor the performance of the shared services.
  - iv. Provide a means for the joint review of issues relating to all aspects of the operation of leasing and service level agreements and of campus operation.
  - v. Agree corrective measures applied as a result of non-performance against those agreements.
  - vi. Agree possible variations of agreements.
  - vii. Consider and propose budgets for the operation of agreements in time to meet the necessary planning and budgeting timetables of both institutions and to agree these for the following financial year; to oversee accounts of financial performance of shared services.
  - viii. Monitor and review the campus disaster recovery plan and plan for such eventualities.
  - ix. Establish and direct any short life working groups as required.
  - x. Constitute, receive, and consider reports from any relevant user groups and such other committees and working groups as required.
  - xi. Undertake such other duties and tasks as the committee shall see fit and are agreed between the institutions.

- 2.2 The committee shall constitute and nominate members to user groups for the agreements, and such other committees and working groups as it shall see fit from time to time and shall agree remit and duration of office for such groups.
- 2.3 The committee shall make recommendations to the college and university, recognising that they might or might not be accepted as the respective governing bodies see fit.
- 2.4 In the event that the committee fails to agree on any issue with its remit, then a meeting of senior members of both institutions will be called. The proposed membership of this meeting is as follows:

Heriot Watt University  
Global Chief Operating Officer  
Global Chief Finance Officer

Borders College  
Principal  
VP Finance and Corporate Services

### 3 Composition and Membership

- 3.1 The committee will be constituted to include executive and student membership drawn from the partner institutions; with initial membership as follows:

Vice Principal Finance and Corporate Services, BC (Co-Chair)  
Global Chief Operating Officer, HWU (Co-Chair)  
Vice Principal Curriculum and Student Services, BC  
Head of School of Textiles and Design, HWU  
President, Borders College Student Association  
President, Heriot-Watt University Student Union

- 3.2 Each party shall notify the clerk to the committee in writing the names and status of members nominated to be members.

### 5 Quorum and Voting

- 5.1 A quorum shall consist of no fewer than four members or substitutes, with a minimum of one executive member representing each institution.
- 5.2 Each member shall have one vote; the chair and co-chair shall not have a deliberative or casting vote.

### 6 Committee Chair

- 6.1 The VP Finance and Corporate Services of Borders College and the Global Chief Operating Officer shall be co-chair. In the event that the chair is unable to attend, and nominates a substitute, that substitute does not take the chair at the meeting. The co-chair will take the chair, failing whom a member agreed by those present and voting.

## 7 Frequency of Meetings

- 7.1 The committee will meet no fewer than four times per year, the meetings timed to allow timeous receipt of quarterly monitoring reports and to align with planning cycles.
- 7.2 Additional meetings may be held in order to meet business requirements at the request of the chair or co-chair of the committee.

## 8 Attendance at Meetings

- 8.1 The following officers are normally expected to be in attendance at meetings:
- i) Campus Library Manager/Director of Information Services
  - ii) Campus Facilities Manager/Director of Estates and Facilities
  - iii) Campus ISLT Manager/Director of IT and Digital Services
  - iv) Finance representatives from each institution
  - v) Representative from HWU estates
- 8.2 The committee may invite such persons as it sees fit to attend and to give reports to its meetings.
- 8.3 The committee will maintain a record of attendance at each of its meetings and will include this information in its annual report to the University Executive at Heriot Watt University and the Senior Leadership Team at Scottish Borders College.

## 9 a) Reserved Business

- 9.1 There may be occasions when the committee's business is designated reserved (confidential). On such occasions any student members will be asked to withdraw from the meeting and shall not return until the reserved business is concluded. Papers and any other reserved areas of business shall not at any time be made available to the student member. On occasion, with the approval of the chair, any staff member of the committee may be asked to withdraw from the meeting during consideration of a reserved item of business.
- 9.2 The record of matters which the chair and the committee are satisfied should be dealt with on a reserved basis will be recorded separately.

## 10 Reporting Procedures

- 10.1 The committee shall prepare and publish annually a report on its working and functions, and issues progressed during the year, to be published not later than the end of the calendar year after the end of the academic year in question. This will be sent to the University Executive.
- 10.2 The committee shall send minutes of the meetings to the University Executive.

10.3 Terms of Reference will be reviewed every year by the committee and sent to the University Executive for approval.

## 11 Forward Planning

11.1 This remit will be reviewed annually and may be amended upon resolution of the committee and approval by the partner institutions.

11.2 This committee will set meeting dates one year in advance, aligned to the planning cycles of the respective institutions.

# Supporting Information

<b>Groups feeding into the Campus Management Committee</b>	
HW Student Campus Experience Group Respective Health & Safety Committees Others may be added as requested by the committee.	
<b>Effectiveness and lifespan</b>	
Lifespan ongoing.	
<b>Actions that may be taken by the Committee</b>	
The Campus Management Committee may: <ul style="list-style-type: none"><li>• Note</li><li>• Receive</li><li>• Consider</li><li>• Endorse</li><li>• Approve</li><li>• Recommend</li><li>• Reject</li></ul>	
<b>Minuting style</b>	
The committee shall maintain proper minutes of its meetings which it shall publish.	
<b>Resources</b>	
Secretary	
Clerk	PA to Borders College Principal Secretariat Team, Heriot Watt University
Meetings	Four times per academic year

