NOTICE BY THE COUNCIL, FINANCE COMMITTEE, AND THE GENERAL BOARD

SITES AND BUILDINGS REGULATIONS

Adopted and approved on 19 March 2012 by Order of the Council, Finance Committee, and the General Board, following a Grace on 15 February 2012 by which Regent House repealed the Sites and Buildings Regulations (1994 as amended in 2005) and provided for the continuing constitution of the Buildings Committee as a statutory committee and the consequential amendment of Ordinances.

Distributed by the Registrary to all Heads of Department.

Terms beginning with capital letters are defined in Schedule 5 where necessary to aid interpretation.

1. Scope and responsibilities

1.1 The Council, Finance Committee, and General Board have responsibilities in relation to University land and buildings. These Regulations are issued as part of the discharge of those responsibilities and to facilitate compliance with Statutes and Ordinances. In particular these Regulations seek to set out in one place the arrangements for management of University land, buildings, and capital projects from a technical, operational, and financial perspective.

1.2 A Grace is required for the disposal of land of present or prospective use to the University; and for substantial alteration of an existing University building (understood as involving aesthetic as well as financial considerations), the erection of a new University building or the demolition of an existing University building. Disposal of land means the sale or transfer of any freehold or leasehold property or the grant of a lease for more than 60 years.

1.3 These Regulations apply to all University land and buildings owned or leased or to be acquired by the University and related capital and maintenance expenditure. The Regulations must be followed by all Staff; all Departments and University subsidiary companies but not Cambridge University Press except where specifically provided (the Press is governed by its own Statute and Ordinances) or in general Cambridge Assessment (see further Schedule 2).

1.4 Compliance with these Regulations does not remove any requirement to comply with the University’s Financial Regulations issued by the Council.

1.5 Committee and other responsibilities in relation to land and buildings are set out diagrammatically in Schedule 1 and summarized in Schedule 2.

1.6 Breach of these Regulations may result in disciplinary action and will be reported to the Registrary, who will then report to the appropriate committee.

2. Approvals and contract execution

2.1 Projects which relate to land and buildings require Expenditure Approvals and in some cases Specific Operational Approvals. The Expenditure Approvals are set out in Schedule 3 and the Specific Operational Approvals in Schedule 4.

2.2 Compliance with Schedule 3 satisfies the requirement in Financial Regulations for Capital Approval.

2.3 Heads of Department (see definition in Schedule 5) shall

(a) take all necessary advice and

(b) for projects involving their Department secure the approvals required by these Regulations before any contractual commitment is given.

2.4 Subject to the issue of Expenditure and Specific Operational Approvals, the Head of Estate Management shall approve and sign all contracts for the purchase, lease or licence of land or property or for the erection, demolition, substantial repair or alteration of buildings. Financial Regulation 7.1 governs who may authorize the affixing the University’s seal.

2.5 Financial Regulation 8.3 governs when contract performance may begin.

3. Authorities and review

3.1 The Council, Finance Committee, and General Board hereby give all delegations and directions contemplated by these Regulations.

3.2 Chairmen of committees shall have delegated authority to act for their committees between meetings in urgent, minor or straightforward cases, reporting in full to the next committee meeting.

3.3 All decisions made under delegation shall be reported back to the responsible committee, which may call the matter back for further consideration.

3.4 Every three years, or more frequently if appropriate, the Registrary shall arrange for these Regulations to be reviewed and for proposed changes to be submitted to the Council, Finance Committee, and the General Board and adoption by their joint Notice.

1 Statute A Ch IV, para 1 and Statute F, Ch I paras 1(a), 2, and Ordinance Ch XIII para 6.
2 Statute F Ch I, para 2, 2nd sentence.
3 Ord XIII Financial Matters, 6(a).
4 Financial Regulation 18.1.
5 Statute K. 9(b)(ii): delegation does not relieve the delegating body of responsibility.
Schedule 1 – Committee structure diagram

Schedule 2 – Committee and other responsibilities

1. The Council
   1.1 The Council is the principal executive and policy making body of the University, responsible for administration, planning, resources, and supervision of finances. The Council delegates business to its standing and occasional committees. The committees dealing with finance, planning and resources are the Finance Committee and the Planning and Resources Committee (PRC).
   1.2 The Council has the primary responsibility for determining if the sale or transfer of freehold or leasehold land or the grant of a lease for 60 years or more would deprive the University of the use of land or buildings which are of present or prospective use to the University (defined in Schedule 5 to these Regulations as “PPU Land”). If so its disposal requires a Grace. For the purposes of ongoing management, PPU Land is divided into the Operational and the Non-Operational Estate (both as defined in Schedule 5).
   1.3 The Council lays down the scheme of Expenditure and Specific Approvals set out in Schedules 3 and 4.
   1.4 The Council and Finance Committee delegate the overall management of the Operational Estate to PRC and the Buildings Committee, which report back to the Council.
   1.5 The General Board is responsible for ensuring there are adequate resources for teaching and research.

2. Council Committees
   2.1 The Finance Committee and Audit Committee are standing committees of the Council. The Council from time to time establishes further standing or occasional committees.
   2.2 The Finance Committee is responsible under the Council for financial management and stewardship of all assets and land, whether PPU Land or land held for investment. The Finance Committee itself oversees the


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1 See http://www.admin.cam.ac.uk/committee/council/.
2 Statute A Ch IV, para 1 and Statute F Ch I paras 1(a), 2, and Ordinance Ch XIII para 6. See also Ordinance Ch I, Special Regulations for Syndicates, Local Examinations Syndicate and Press Syndicate.
3 Statute A, Ch V, para 1(b).
5 Ord XIII Financial Matters, 6(a).
6 Statute C, Ch I, Reg 1(c)(b).
7 Statute A, Ch V para 1(a).
8 Statute A, Ch V para 1(b).
management of the Non-Operational Estate, which is managed and maintained on a self-funding basis. The Non-
Operational Estate includes land held for investment. The Finance Committee’s remit includes overview of the
University’s accounts (and accounting policies, practices, and systems), consideration of management accounts and
investment management and the custody of tangible and intangible University assets. It reports to the Council as
necessary and advises PRC about the budgetary envelope predicted prudently to be available to the University
for both capital and recurrent expenditure. It is responsible with the Council for investment.1

2.3 All borrowing requires Finance Committee approval.

3. Joint Council and General Board Committees

3.1 The Planning and Resources Committee (PRC)2 is a joint committee of the Council and General Board, reporting
to both bodies. It is responsible for advice to the central bodies about major strategic matters and for
the conduct, subject to the responsibilities of the Council and the General Board, of the higher-level planning and
resource management of the University including, with advice from the Finance Committee, proposing the
University budget to the Council and the General Board.

3.2 PRC provides the financial oversight for the management of the Operational Estate and approves the estate
plans for the management of PPU Land. It ensures the provision of funding for acquisition of land and work in
relation to land.

3.3 PRC gives Funding Approvals (see Schedule 3).

3.4 The Buildings Committee3 is a joint committee of the Council and General Board. It gives Technical
Approvals where the Total Cost is between £50,000 and £1m, in parallel with the application to RMC for Funding Approval.8

3.5 The Buildings Committee advises PRC on the annual budget needed in the Building Maintenance Fund
for the maintenance of the Operational Estate. It gives Technical Approvals (see Schedule 3) and technical advice
on the management of the Operational Estate. The cost of maintaining the Operational Estate is chargeable to the
Buildings Maintenance Fund or, if the body giving the Funding Approval determines (see Schedule 3), to
departmental or other funds.4 The Buildings Committee has power to delegate maintenance responsibility.5

3.6 The Buildings Committee oversees applications for planning approvals for the Operational Estate and is
consulted by Cambridge University Press and Cambridge Assessment about planning applications for premises
and land in the city of Cambridge.6

3.7 The Minor Works Sub-Committee is a sub-committee of the Buildings Committee to which it reports. It
gives Technical Approvals where the Total Cost exceeds £1m. It reviews retrospectively the Technical Approvals given by its
Minor Works Sub-Committee, giving advice where necessary about how to approach future decisions. Estate
Management advises and conducts the operational work for Buildings Committee with the assistance of Finance
Division and the Planning and Resource Allocation Office (PRAO).

3.8 The Minor Works Sub-Committee is a sub-committee of the Buildings Committee7 to which it reports. It
gives Technical Approvals where the Total Cost exceeds £1m, reporting these decisions retrospectively to the
Buildings Committee. It makes funding recommendations to the Resource Management Committee (RMC)8
where the Total Cost is between £50,000 and £1m in parallel with the application to RMC for Funding Approval.9

3.9 The Resource Management Committee (RMC)9 is a joint committee of the Council and General Board and reports
in to those committees via PRC. RMC deals with the detailed work of resource allocation.10

3.10 RMC allocates space, dealing with the detailed work on resource allocation, following a proposal by
the Space Management Advisory Group. The PRAO allocates space less than 100 square metres under RMC.

1 Statute A, Ch V, Statute F, Ch III, and Ordinance Ch XIII, Financial Matters, para 6, the Consultative Report of the Council
in March 2004 (see http://www.admin.cam.ac.uk/cam-only/committee/prc/). The PRC is a joint committee of the Council and General Board,
serviced by the Planning and Resource Allocation Office (PRAO). See the Council Consultative Committee report in March
identifies the Buildings Committee as responsible for advising the PRC about executive matters relating to the operational estate
and the buildings programme, including buildings maintenance, within budgets and estate plans approved by the central bodies
on the recommendation of the PRC. It is a joint committee of the Council and General Board serviced by the Planning and
Resource Allocation Office (PRAO), with business prepared by the Director of Estate Management. See
http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html at para 8 and 10(c). See also para 3, Grace 1, 18 Feb 2005,
and Regulation 9 of the Sites and Buildings Regulations (1994 as amended in 2005), confirmed by these Regulations.
3 Previously Regulations 11(a) of the Sites and Buildings Regulations (1994 as amended in 2005), delegation confirmed by these
Regulations in relation to the Operational Estate.
4 Ordinance Ch XIII, University Funds, Special Regulations, Buildings Maintenance Funds; and Regulation 9 of the Sites and
Buildings Regulations (1994 as amended in 2005), re-confirmed by these Regulations.
5 See further the RMC terms of reference on the RMC website and the Consultative Report of the Council in March 2004
(see http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html at para 1(e) and 16 and RMC terms of reference at http://
6 Sites and Buildings Regulations (1994 as amended in 2005) para 5 described as a Council responsibility the assignment
of buildings to faculties, departments and other institutions or bodies. This task has been delegated to RMC.
7 Statute A, Ch V, Statute F, Ch III, and Ordinance Ch XIII, Financial Matters, para 6, the Consultative Report of the Council
in March 2004 (see http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html at para 8(d)).
8 See Schedule 3.
9 See http://www.admin.cam.ac.uk/cam-only/committee/rmc/.
10 See further the RMC terms of reference on the RMC website and the Consultative Report of the Council in March 2004
(see http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html at para 1(e) and 16 and RMC terms of reference at http://
supervision. As part of its space allocation remit, RMC approves proposals to share University space, including with Embedded Companies.

3.11 The Health and Safety Executive Committee is a joint committee of the Council and General Board. It is advised by the Consultative Committee on Safety. The Consultative Committee receives and considers the annual University Fire Report from Estate Management. The report then goes to the Health and Safety Executive Committee for consideration.

3.12 The Environmental Strategy Committee is a joint committee of the Council and General Board and reports in to those committees via PRC. It is responsible for monitoring and enhancing the University’s environmental management system.

4. Financial Planning Process

4.1 RMC and PRC propose the budget parameters, which are approved by the Finance Committee. RMC then constructs the budget for PRC approval. The budget then goes to Council with advice from the Finance Committee, prior to being Graced.

5. Other Bodies and Committees

5.1 The Press Syndicate is responsible for the management of the finance, property, and affairs of Cambridge University Press, except if Statutes and Ordinances expressly or by necessary implication provide otherwise. Cambridge University Press will consult the Buildings Committee about any significant planning applications to be made in respect of any premises or land in the city of Cambridge.

5.2 A Grace is not required for the sale or transfer of freehold or leasehold land by Cambridge University Press or for the grant of a lease of more than 60 years or for the erection of a new building or for the demolition or substantial alteration of an existing building. However, the Press Syndicate have undertaken not to dispose, without the approval of the University, of the Pitt Building or of any property acquired from the University and specially designated by agreement between the Press Syndicate and the Council at the time of acquisition. The Press Syndicate have also undertaken to offer the Council the first option to acquire, at prevailing market price, any property in Cambridge which is to be disposed of by the Syndicate, such option if not taken up to lapse fourteen days after the offer.

5.3 The Local Examinations Syndicate provides the oversight of Cambridge Assessment, including in relation to the management of property assigned to Cambridge Assessment subject to the following requirements:

- A Grace is required for the disposal of land.
- The Local Examinations Syndicate shall offer the Council the first option to acquire, at prevailing market price, any property in Cambridge which is to be disposed of by the Syndicate, such option if not taken up to lapse fourteen days after the offer.
- Cambridge Assessment shall seek the prior written consent of the Finance Committee before contracting for any land or building acquisition or borrowing for capital purposes above £15m.
- Cambridge Assessment shall consult the Buildings Committee about any significant planning applications to be made in respect of any premises or land in the city of Cambridge.

6. Unified Administrative Service (UAS)

6.1 The Estate Management Division of the UAS undertakes the technical management of the Operational and Non-Operational Estate (but not investment land within the CUEF), including the following:

- preparing the draft estate plans (estate strategy and its implementation) for approval of PRC, the Council, and the General Board, including the categorization of land not held as part of PPU Land;
- undertaking all planned maintenance, drawing on the Building Maintenance Fund, and all unplanned maintenance (under the supervision of and reporting to the Buildings Committee);
- providing monitoring, guidance, and training for Departments on fire safety; checking fire equipment; managing the Fire Team; reporting annually on fire safety to the Consultative Committee for Safety;
- planning and managing University property and facilities;
- advising on security matters and responding to incidents.

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1 See Ord I, Ch 1, Special Regulations for Boards, Health and Safety Executive Committee, para 3 and 4 and http://www.admin.cam.ac.uk.cam-only/committee/safety/. See also Council Notice of 26 April 2010 which revised membership of this committee.
2 See http://www.admin.cam.ac.uk.cam-only/committee/environment/terms/. The Buildings Committee confirmed the organization, terms of reference and constitution of the Committee for Environmental Management on 21 June 2000, see http://www.admin.cam.ac.uk.cam-only/committee/environment/constitution/.
3 Statute I; Ord I, Ch 1, Special Regulations for Syndicates, Press Syndicate, para 3; Ord XIII, Financial Matters, para 9; Financial Regulations para 1; see also Sites and Buildings Regulations (1994 as amended in 2005) para 1 and 11, re-confirmed in these Regulations. The Council has power to limit the Press’s powers and may reclaim control – see Statute 3 paragraphs 5 and 13.
5 Statute 3 paragraph 3 and Ordinance XIII Financial matters para 9.
6 Ord I, Ch 1, Special Regulations for Syndicates, Press Syndicate, para 3(c) footnote.
7 See Regulation 1.2.
8 Previously the Buildings Committee had overall responsibility for the taking of measures for the safety of premises (including fire precautions) – see Regulation 9(a), (b) of the Sites and Buildings Regulations (1994 as amended in 2005).
9 Previously the Buildings Committee had overall responsibility for the taking of measures for the safety and security of the premises in consultation with the bodies concerned – see Regulation 9(a), (b) of the Sites and Buildings Regulations (1994 as amended in 2005).
• securing planning permission as required;
• procuring University building work;
• managing University and private rented residential accommodation for University use;
• operating the University Centre and other catering outlets around the University;
• advising on the drafting and negotiation of licences and leases for the approved sharing of space; and
• managing the University Farm.

6.2 Following the issue of a Funding Approval for building work, the Finance Division conducts final due diligence checks including as to the sources and reliability of funding. The building warrant (being the formal authority to spend) is issued
• by the Director of Estate Management for maintenance work,
• by the Deputy Director of Finance for other building work up to and including £100,000,
• by the Pro-Vice-Chancellor for Planning and Resources for other building work above £100,000.

6.3 The Space Management Advisory Group is a working group, which reports to RMC and makes proposals about allocation of University space.

6.4 PRAO is a unit within the Academic Division. Among other responsibilities it gives Funding Approvals and, under RMC supervision, allocates space less than 100 square metres. PRAO services PRC, RMC, the Buildings Committee, the Minor Works Sub-Committee, and the Space Management Advisory Group.

7. Schools and Departments

7.1 Schools are responsible for resource allocation within the parameters set by the annual budget report.

7.2 Heads of Department

The definition in the Financial Regulations from time to time in force is adopted for the purposes of these Regulations. At the time of adoption of these Regulations this means: “the head of a department or a faculty not organized in departments, secretaries of faculties, head of a centre, institute or other body under the supervision of the General Board or Council and head of a division within the Unified Administrative Service”. “Department” is interpreted accordingly.

Heads of Department are responsible, in respect of buildings assigned to the Department, for
• identifying and reporting to Estate Management the need for any unplanned maintenance;
• cleaning;
• observance of safety, security and fire precautions in line with advice and guidance from Estate Management;
• maintenance only where specifically delegated by Buildings Committee (see Schedule 4); and
• undertaking a cost and space analysis for any Embedded Company, securing a Specific Approval to share space with the company (see Schedule 5) and ensuring contractual arrangements are put in place between the company and the University and that the company complies with health and safety legislation and University policies.

8. The Investment Office

8.1 The Investment Office buys and sells and arranges the technical management of land and buildings held for investment purposes within the CUEF, under the oversight of the Investment Board, reporting to the Council via the Finance Committee.

9. The Land Fund

9.1 All payments of premium for the lease of land and receipts from the sale of land (other than land held for investment purposes) shall be credited to the Land Fund. The capital and the income of the Fund may be used (a) to purchase sites which are suitable for development for University purposes, and (b) to meet the cost of planning and providing the infrastructure for the development of sites in University ownership, including costs relating to the requirements of Town and Country Planning legislation.

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2. Previously Schedule 1 paragraph 1(c) of the Sites and Buildings Regulations (1994 as amended in 2005), delegation confirmed by these Regulations. Security obligations not previously itemized.
### Schedule 3 – Expenditure Approvals, required for: (i) all building work, including refurbishment and re-structuring, and (ii) maintenance, where delegation has been approved pursuant to Schedule 4*

*Where any delegation has been approved pursuant to Schedule 4, the Department will act in place of Estate Management

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>Head of Department</th>
<th>Estate Management*</th>
<th>PRAO</th>
<th>Minor Works Sub-Committee</th>
<th>Buildings Committee</th>
<th>RMC</th>
<th>PRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost of less than £50k unless Buildings Committee has approved a Minor Works Expenditure Approval Exemption</td>
<td>Provides Brief Business Case to PRAO.</td>
<td>Estate Management prepares the budget for PRAO and gives Technical Approval.</td>
<td>PRAO checks funding availability. Provided Estate Management agrees PRAO issues the Funding Approval.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost is £50k to £1m.</td>
<td>Provides Brief Business Case to PRAO.</td>
<td>Estate Management checks value for money and prepares the budget for Minor Works Sub-Committee.</td>
<td>PRAO checks funding availability and consults Estate Management. Reports to Minor Works Sub-Committee.</td>
<td>Receives Estate Management and PRAO advice. Makes a funding recommendation to RMC. Gives the Technical Approval which is then reported to Buildings Committee</td>
<td></td>
<td>Funding Approval.</td>
<td></td>
</tr>
<tr>
<td>Total Cost is &gt;£1m to &lt;£2m.</td>
<td>Provides Brief Business Case to PRAO.</td>
<td>Estate Management checks value for money and prepares the budget for Buildings Committee.</td>
<td>PRAO reviews and recommends to Buildings Committee business need (academic or administrative need and value for money).</td>
<td></td>
<td>Technical Approval.</td>
<td>Funding Approval.</td>
<td></td>
</tr>
<tr>
<td>Total Cost is £2m or above (Capital Projects Process).</td>
<td>Registers the project with PRC at the outset. The Chairman of PRC has power to register small, straightforward projects. Prepares the Concept Paper. When the Concept Paper is approved, prepares full business case including the confirmation/revision of the Concept Paper and business plan and the provision of estimates.</td>
<td>Estate Management checks value for money and prepares the budget for Buildings Committee.</td>
<td>PRAO assists Department working with Estate Management.</td>
<td></td>
<td>Technical Approval.</td>
<td>Approves Concept Paper before proceeding further and determines how the preparation of the full business case is to be funded. Funding Approval.</td>
<td></td>
</tr>
</tbody>
</table>
### Schedule 4 – Specific Operational Approvals

<table>
<thead>
<tr>
<th>Subject</th>
<th>Approval or determination by</th>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alienation of land</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determination whether land is PPU Land.¹</td>
<td>Finance Committee.</td>
<td>PRC advises the Finance Committee. Estate Management provide technical advice.</td>
</tr>
<tr>
<td>Approval for sale or transfer or grant of a lease for more than 60 years of land which is PPU Land.²</td>
<td>Regent House (Grace).</td>
<td>Report from Council to Regent House.</td>
</tr>
<tr>
<td>Approval for sale or transfer or grant of a lease for more than 60 years of land which is not PPU Land.³</td>
<td>Finance Committee.</td>
<td></td>
</tr>
<tr>
<td>Approval for grant of a lease of PPU Land for less than 60 years.⁴</td>
<td>Finance Committee.</td>
<td></td>
</tr>
<tr>
<td>Use of Land Fund (receipts from sale or lease of land other than land held for investment purposes).⁵</td>
<td>Finance Committee.</td>
<td></td>
</tr>
<tr>
<td><strong>Alteration or change of use</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consideration of whether a repair or alteration is substantial and, if not substantial what publicity is appropriate.⁶</td>
<td>The body which gives the Technical Approval (Minor Works Sub-Committee or Buildings Committee depending on project Total Cost).</td>
<td></td>
</tr>
<tr>
<td>Preliminary approval of proposals for substantial repair or alteration (prior to seeking a Grace).⁷</td>
<td>PRC gives the Funding Approval. Buildings Committee gives the Technical Approval.</td>
<td></td>
</tr>
<tr>
<td>Approval for substantial alteration of an existing University building.⁸</td>
<td>Regent House (Grace).</td>
<td>Consult the Directors of Estate Management and Finance and the Taxation Section. Execution of contract documents is done by the Director of Estate Management.⁹</td>
</tr>
<tr>
<td>Approval for change of use.¹⁰</td>
<td>RMC.</td>
<td>Estate Management advises.</td>
</tr>
</tbody>
</table>

¹ Ord XIII Financial Matters, 6(a): A Grace is required for a sale or lease of more than 60 years if in the judgement of the Council this would deprive the University of the use of lands or buildings which are of present or prospective use to the University.
² Ord XIII Financial Matters, 6(a).
³ Ord XIII Financial Matters, 6(a).
⁴ Ord XIII Financial Matters, 6(a).
⁵ Premiums from the lease of land and receipts from the sale of land (other than land held for investment purposes) are credited to the Land Fund and are subject to the requirements of Ordinance Ch XIII, University Funds, Land Fund.
⁶ Delegation from Council: i.e. is it substantial for the purpose of Statute F, Ch 1, para 2, 2nd sentence.
⁷ Delegation from Council to PRC and (per previous Sites and Buildings Regulations (1994 as amended in 2005) Regulation 8) to Buildings Committee, re-confirmed by these Regulations.
⁸ Stat F Ch 1, para 2, 2nd sentence.
⁹ Fin Regs 6.2. Regulation 2.4 of these Regulations.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Approval or determination by</th>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Erection or demolition of a building</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval for the erection of a new University building or for the demolition of an existing University building.</td>
<td>Regent House (Grace).</td>
<td>Consult the Directors of Estate Management and Finance and the Taxation Section. The Director of Estate Management signs the contract documents.</td>
</tr>
<tr>
<td><strong>Maintenance</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Delegation of maintenance (for the execution of one or more maintenance projects). | Buildings Committee. | When considering a request until further notice to delegate maintenance, Committee shall set any appropriate thresholds and conditions and shall have regard to the following:  
(a) The extent of delegation to be given (scope and Total Cost delegated).  
(b) Legal, regulatory, and insurance issues.  
(c) Levels of necessary expertise (technical, health and safety, purchasing, etc.).  
(d) Value for money.  
(e) Conditions to be imposed in addition to those in Financial Regulations.  
A list shall be published on the Estate Management website setting out delegations made. |
| **Minor works expenditure approval exemption** | | |
| Exemption from need to seek an Expenditure Approval for work not exceeding £50,000. | Buildings Committee. | When considering a request for exemption until further notice from the need to seek an Expenditure Approval for work where the Total Cost does not exceed £50,000, Committee shall set any appropriate thresholds and conditions and shall have regard to the following:  
(a) The extent of permission to be given (scope and Total Cost permitted).  
(b) Legal, regulatory, and insurance issues.  
(c) Levels of necessary expertise (technical, health and safety, purchasing, etc.).  
(d) Value for money.  
(e) Conditions to be imposed in addition to those in Financial Regulations.  
A list shall be published on the Estate Management website setting out delegations made. |

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1 Stat F Ch 1, para 2, 2nd sentence.
2 Fin Regs 6.2. Regulation 2.4 of these Regulations.
3 Statute F, Ch I para 2; Statute J; confirmation of delegation by Council in line with the previous Sites and Buildings Regulations (1994 as amended in 2005) paras 1, 7, and 9.
<table>
<thead>
<tr>
<th>Subject</th>
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</table>
| **Permission to carry out minor works** | Buildings Committee. | When considering a request for permission until further notice to carry out minor works, Committee shall set any appropriate thresholds and conditions and shall have regard to the following:  
(a) The extent of permission to be given (Total Cost permitted).  
(b) Legal, regulatory, and insurance issues.  
(c) Levels of necessary expertise (technical, health and safety, purchasing, etc.).  
(d) Value for money.  
(e) Conditions to be imposed in addition to those in Financial Regulations including requirements to consult EM and/or not to do certain specified work. A list shall be published on the Estate Management website setting out delegations made. |
| Permission to carry out minor works. | Buildings Committee. | |  
| Permission to carry out emergency work without seeking an expenditure approval. | Buildings Committee. | When considering a request for permission until further notice to carry out emergency work as it arises, Committee shall set any appropriate thresholds and conditions and shall have regard to the following:  
(a) The extent of permission to be given (Total Cost permitted).  
(b) Legal, regulatory, and insurance issues.  
(c) Levels of necessary expertise (technical, health and safety, purchasing, etc.).  
(d) Value for money.  
(e) Conditions to be imposed in addition to those in Financial Regulations including requirements to consult EM and/or not to do certain specified work. A list shall be published on the Estate Management website setting out delegations made. |
| **Acquisition of land** | Finance Committee. | PRC advises Finance Committee as necessary. |
| Approval for acquisition of property (freehold leasehold or any building) anywhere in the world to form part of PPU Land whether for value or not.¹ | Finance Committee. | |  
| **Borrowing** | Finance Committee. | |  
| Prior approval required. | Finance Committee. | |

¹ New requirement of the Council under its supervisory jurisdiction.

Financial Regulations, Regulation 26. Regulation 2.4 of these Regulations.

Emergency Work conducted by Estate Management is authorized as part of the approval of the Buildings Maintenance Fund which includes an allocation for emergency work.

<table>
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<tr>
<th>Subject</th>
<th>Approval or determination by</th>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation of space</td>
<td>RMC.</td>
<td>Consult the Space Management Advisory Group (SMAG considers and puts proposals to RMC); consult Estate Management about the terms of any arrangement with a third party. Execution of contract documents is done by the Director of Estate Management.</td>
</tr>
</tbody>
</table>

### Schedule 5 – Definitions and guidance

- **'Brief Business Case'** A paper setting out the academic or administrative need, value for money, and funding source and confirming that, where the Department belongs to a School, the Head of School approves the project.
- **'Buildings Maintenance Fund'** The fund referred to in Ordinance Ch. XIII, ‘University Funds, Special Regulations, Buildings Maintenance Funds’.
- **'Cambridge Assessment'** The operational arm of the Local Examinations Syndicate.
- **'Capital Approval'** The approval required (under these Regulations) for capital projects where the Cost of works is £2m or above and (under Financial Regulations) expenditure on capital items (inclusive of VAT), is £2m or above.
- **'Concept Paper'** A paper setting out the academic or administrative case, value for money and preliminary costings.
- **'CUEF'** Cambridge University Endowment Fund.
- **'Department', 'Head of Department'** As defined in Financial Regulations.
- **'Embedded Company'** A company occupying University premises or whose employees' normal place of work is on University premises, other than as temporary visitors or to provide services to the University.
- **'Emergency Work'** If an unforeseen Maintenance event causes damage, the minimum work immediately necessary to preserve property and address health and safety risks.
- **'Estate Management'** The University’s Estate Management Service.
- **'Expenditure Approval'** An approval in accordance with Schedule 3.
- **'Funding Approval'** Authority given to Finance Division to issue a building warrant.
- **'Financial Regulations'** The University’s Financial Regulations (an Order of Council set out in Ordinances).
- **'Investment Board'** The board which manages for the University the investment of the Cambridge University Endowment Fund (CUEF).
- **'Investment Office'** The officer group which provides technical management for the Investment Board.


2 Financial Regulations, Regulation 26. Regulation 2.4 of these Regulations.

3 Emergency Work conducted by Estate Management is authorized as part of the approval of the Buildings Maintenance Fund which includes an allocation for emergency work.
‘Maintenance’ | The repair, refreshment or renewal of what already exists to enable the facilities to function as originally intended, as distinct from Refurbishment and Restructuring; Maintenance does not change the scope, capacity or structure of any facility, nor does it add or remove any facility; it has the sense of continuance and preservation.

‘Minor Works Expenditure Approval Exemption’ | Buildings Committee approval for a Department to proceed with work (not to exceed £50,000) without seeking an Expenditure Approval.

‘Non-Operational Estate’ | Land and buildings held for the general purposes of the University (e.g. residences) and land and property that could be needed in the foreseeable future for the Operational Estate. It is managed on a self-funded basis and remits income to the Chest.

‘Operational Estate’ | Land and buildings currently used for teaching and research or for administrative and other support functions, including the University Farm, and retention of specialist use and ‘churn’ space but excluding land used by Cambridge University Press and Cambridge Assessment (the Local Examinations Syndicate).

‘PPU Land’ | Freehold or leasehold land where the sale or transfer or the grant of lease for sixty years or more would deprive the University of the use of land or buildings which are of present or prospective use to the University.

‘PRC’ | Planning and Resources Committee of the Council and the General Board.

‘PRAO’ | Planning and Resource Allocation Office.

‘Refurbishment’ | Upgrading what exists.

‘Restructuring’ | Changing what exists.

‘RMC’ | Resource Management Committee.

‘SMAG’ | Space Management Advisory Group.

‘Specific Operational Approval’ | An approval in accordance with Schedule 4.

‘Staff’ | All employees irrespective of whether their appointment specifically includes responsibilities for land and buildings and however their employment is financed together with anyone else who has any responsibility for the management or Maintenance of or expenditure on any University land or buildings.

‘Technical Approval’ | Confirmation that the proposed budget and specification for building work meet the operational, quality and technical needs and provide value for money.

‘Total Cost’ | The total cost or estimated total cost to bring a project to completion, including without limitation all design work, VAT, construction costs and planning advice.

‘University’ | The Chancellor, Masters, and Scholars of the University of Cambridge.

Terms are to be understood as used in Statutes and Ordinances, unless the context of the Regulation requires otherwise. Words preceding ‘include’, ‘includes’, ‘including’, and ‘included’ shall be construed without limitation by the words which follow those words.

If in doubt, consult Estate Management or PRAO. Further written guidance is contained in the Finance Committee, PRC, RMC, and Estate Management\(^1\) web pages.

\(^1\) http://www.admin.cam.ac.uk/offices/em.