

# Property Award Panel

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## Terms of Reference

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# Approval History

Version	Date	Comments	Approver
V1.0	20/05/2021	First draft for review by Nominations & Governance Committee	Nominations & Governance Committee
V2.0	27/01/2022	Minor update to membership	Nominations & Governance Committee
V3.0	02/02/2023	Update to membership	Nominations & Governance Committee

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### 1. Key Purpose

The Property Award Panel is convened annually as a sub-group of the Nominations & Governance Committee, formed of members of the Board of Trustees and well-known industry professionals. Its remit is to oversee the collation of a Property Award shortlist each year, from which the Board of Trustees can vote for a winner.

Membership of the Panel is chosen by the Nominations and Governance Committee at its January meeting each year and is expected to reflect the diversity of the sector.

### 2. Terms of Reference

Subject to its overall guidance and approval, the Nominations & Governance Committee of University College of Estate Management charges the Property Award Panel with the following functions:

2.1 To be responsible for the collation of a long list of potential winners of the Property Award each year.

2.2 To ensure the main award winner will be someone who

- can willingly undertake an ambassadorial role for UCEM
- has had significant impact within the sector
- is of a high profile/standing within the sector
- is willing to build a lasting and mutually beneficial relationship with UCEM

thereby bringing benefit to UCEM by association and in support of UCEM's Vision and Strategy.

2.3 To ensure that UCEM considers diversity in the shortlist of nominations.

2.4 In compiling the shortlist, the Panel will consider factors such as how far along in their careers the nominees are. Whether they are still active in the sector, the impact they have had or are expected to make in their roles and the likely time availability they would have to make an ambassadorial impact for UCEM in their winning year.

2.5 Honorary Fellow or Honorary Doctorates of UCEM are not usually eligible to be considered for the short list.

2.6 To select a maximum of 6 from the long list into a shortlist for a Board of Trustees vote.

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### 3. Reporting

The Committee reports to the Nominations & Governance Committee after it meets in relation to its terms of reference.

### 4. Membership of the Property Award Panel

Name	Title
Amanda Clack	Chair of the Board of Trustees
Misa von Tunzelman	Independent Trustee (Chair of Property Award Panel)
Alastair Martin	Independent Trustee
Chris Turley	Chair of Nominations & Governance Committee & Independent Trustee
To be appointed annually Andrew Hynard	Industry Panel Member
To be appointed annually Phil Clark	Industry Panel Member
To be appointed annually Susan Freeman	Industry Panel Member
To be appointed annually Sam McClary	Industry Panel Member
Rebekah Powley	UCEM Board Apprentice

### 5. Attending as Observer/Invitee

Name	Title
Jane Fawkes	Deputy Principal and University College Secretary
Lyndsay Hughes	Clerk to the Board of Trustees

### 6. Quorum/Decision Making

For the Property Award Panel to be quorate, not less than 50% of the Trustee membership entitled to vote must be present, along with not less than 50% of the industry contributors, and the Chair (or a nominated designate). This excludes those attending as observer or by invitation.

Decisions will be made by way of consensus, with the Chair carrying the casting vote.

### 7. Frequency of Meetings

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The Property Award Panel will normally meet once in each calendar year. Dates of meetings will be appropriate to the cycle of business and the timeframes in which the Property Award is organised annually.