

To: All Members and Officers of the Property
Sub-Committee.

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Date: 28 May 2021

Dear Sir/Madam,

Property Sub-Committee - Wednesday 2nd June 2021

I have recently forwarded to you a copy of the agenda for the next meeting of the Property Sub-Committee.

I am now able to enclose, for consideration at next Wednesday 2nd June 2021 meeting of the Property Sub-Committee, the following reports that were unavailable when the agenda was printed.

- **Property Sub-Committee - Terms of Reference- Update (Pages 1 - 4)**

John Tradewell
Director of Corporate Services

Enc



Local Members Interest
N/A

Property Sub-Committee – 2 June 2021

Property Sub-Committee – Terms of Reference - Update

Recommendation(s)

I recommend that:

- a. The updated Terms of Reference be approved.

Report

Following revisions made to the Property Sub-Committee membership at the County Council meeting held on 20 May 2021, the Sub-Committee are requested to approve the updated Terms of Reference to reflect the new membership:

That the Sub-Committee will comprise:

- The Leader of the Council
- The Deputy Leader of the Council
- Cabinet Member for Commercial
- Cabinet Member for Finance and Resources
- Cabinet Member for Education (and SEND)

List of Background Documents/Appendices:

The revised Terms of Reference

Contact Details

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Property Sub-Committee

Membership and Terms of Reference

Purpose:

1. To exercise full delegated executive powers to consider and make decisions on all land and property transactions where the County Council has an interest and the value of that transaction is between £200,000 and £2 million as defined in the schedule of decision making authority appended to these Terms of Reference.
2. To advise the Cabinet on the contents of the property strategy for the use of land and property in which the County Council has an interest, including Economic Regeneration Sites, County Farms and Enterprise Centres

Meetings Arrangements

The Sub-Committee will be convened in accordance with the Access to Information Rules and will meet at monthly intervals on dates published in advance in the County Council's calendar of meetings

The Director of Corporate Services, as Monitoring Officer, shall be the Proper Officer for the purpose of administering the Sub-Committee

The provision for County Councillors to attend Cabinet meetings in accordance with the 'Local Member' provisions in the Constitution will be extended to permit attendance at Sub-Committee meetings.

Membership

The Sub- Committee will comprise:

- The Leader of the Council
- The Deputy Leader of the Council
- Cabinet Member for Commercial
- Cabinet Member for Finance and Resources
- Cabinet Member for Education (and SEND)

Chairman

The Sub-Committee will be chaired by the Leader of the Council or, in his/her absence, the Deputy Leader of the Council.

Quorum

The Quorum for the Sub-Committee shall be two members, one of which must be either the Leader or Deputy Leader.

In circumstances where both the Leader and Deputy Leader are unable to participate in discussions on an item (eg. due to the need to declare an interest), that item will be referred to Cabinet for determination.

The meeting will be adjourned if, having been quorate at the start, the Leader or Deputy Leader leave the meeting causing it to no longer be quorate and a reconvened meeting will be arranged or the remaining business will be carried over to the next scheduled meeting.

Any business which cannot wait until the reconvened or next meeting will be forwarded to cabinet for consideration if a meeting of the cabinet is scheduled prior to the reconvened or next scheduled Sub-Committee meeting.

Voting

Decisions will be made by majority vote. Where the votes cast are equal the chairman shall have a second or, casting vote.

Sub-Committee Decisions

The Sub-Committee may consider items referred to it from other levels in the decision making structure appended to these Terms of Reference and may also refer to full Cabinet any issue within the Sub-Committees remit, on which it requires a wider view.

The Proper Officer shall decide whether a matter should be submitted to the Sub-Committee.

Any reports on which a member of the Sub-Committee has a conflict of interest shall be referred to full Cabinet for consideration

Decisions made by the Sub-Committee shall relate to the responsibilities of the Executive only and are subject to the County Council's Budget and Policy Framework Rules, Call-in provisions, Access to Information Rules and Financial Regulations.

All decisions shall be taken on the basis of detailed written reports from the Cabinet Members and Lead Officers for Property Matters (either Strategic or Economic) , such reports shall include relevant advice from other County Council Officers including, where appropriate, the Head of Scrutiny.

All decisions of the Sub-Committee shall be formally recorded and submitted to the next meeting of the Cabinet for information.

REVISED: May 2021