

## **Property Sub-Committee – Wednesday 19 July 2023**

### **Review of Terms of Reference and Schedule of Decision Making Levels**

#### **Recommendation**

I recommend that Sub-Committee

- a. approve the proposed amendments to the Terms of Reference and Schedule of Decision Making Levels as shown on the appendix to this report; and
- b. consider whether any further changes are needed to the document.

#### **Report of the Deputy Chief Executive and Director for Corporate Services**

#### **Background**

1. This Sub-Committee was established as part of a review of the Strategic Property Governance and Asset Management activity within the Council. An in depth audit report in 2019 specifically recommended that the Sub-Committee should review its Terms of Reference at least every 2 years.
2. The Sub-Committee last updated its Terms of Reference in August 2020 therefore a review is overdue.
3. The Terms of Reference along with the Schedule of Decision Making Levels are attached for consideration. Amendments to both documents are proposed. For the Terms of Reference a minor amendment is suggested to record the need to review the document on a 2 yearly basis. For the Schedule of Decision Making levels, the opportunity has been taken to improve the detail, particularly in relation to referral to the Secretary of State.
4. If members support the changes, due to their minor nature I propose to use my delegated authority to approve their implementation.

**Equalities Implications - None**

**Legal and Risk Implications** –Clear and Detailed decision making authority avoids the risk of challenge

**Resource and Value for Money Implications-** None

**Climate Change Implications - None**

## Contact Details

**Report Author:** Julie Plant, Governance and Support Manager

**Contact:** 01785 276135 [julie.plant@staffordshire.gov.uk](mailto:julie.plant@staffordshire.gov.uk)