

Appendix 2 - Property Sub-Committee

Membership and Terms of Reference

1. Purpose:

- 1.1 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 below £2 million as defined in the schedule of decision making authority appended to these Terms of Reference.
- 1.2 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.

2. Meetings Arrangements

- 2.1 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.
- 2.2 The Director for Corporate Services, as Monitoring Officer, shall be the Proper Officer for the purpose of administering the Sub-Committee.
- 2.3 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.

3. Membership

- 3.1 The Sub-Committee will comprise of:
 - The Leader of the Council
 - The Deputy Leader of the Council
 - Cabinet Member for Commercial
 - Cabinet Member for Environment, Infrastructure and Climate Change
 - Cabinet Member for Education (and SEND)

4. Chairman

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



5. Quorum

- 5.1 The Quorum for the Sub-Committee shall be two members, one of which must be either the Leader or Deputy Leader.
- 5.2 In circumstances where both the Leader and Deputy Leader are unable to participate in discussions on an item (e.g. due to the need to declare an interest), that item will be referred to Cabinet for determination.
- 5.3 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.
- 5.4 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.

6. Voting

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

7. Sub-Committee Decisions

- 7.1 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.
- 7.2 The Proper Officer shall decide whether a matter should be submitted to the Sub-Committee.
- 7.3 Any reports on which a member of the Sub-Committee has a conflict of interest shall be referred to full Cabinet for consideration.
- 7.4 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.
- 7.5 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.

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

8. Review of Terms of Reference and Schedule of Decision Making Levels

8.1 The Sub-Committee shall review the contents of this Terms of Reference and Schedule of Decision Making Levels on a 2 yearly basis.

8.2 Any significant changes proposed will be referred to the Audit and Standards Committee and Full Council for consideration.

8.3 Any minor or consequential amendments to keep the Terms of Reference and Schedule of Decision Making Levels up to date with legislative requirements and/or to keep them in line with Council's decisions shall be authorised by the Deputy Chief Executive and Director for Corporate Services.

9. County Farms Tenancies Panel

9.1 The County Farms Tenancies Panel shall act as an advisory body for decisions made by, or on behalf of the Panel, on the allocation of County Farm Tenancies.

