

PROPERTY ASSET OVERSIGHT PANEL (PAOP): TERMS OF REFERENCE

Terms of Reference

1. Membership

- 1.1 The Property Asset Oversight Panel (PAOP) will comprise 8 Members.
- 1.2 Political Balance: as this is a working group of Cabinet the Monitoring Officer has confirmed that political balance does not apply. Nonetheless the Council has traditionally used a consensual and cross party approach to issues and will continue to do so.
- 1.3 In accordance with current practice, the appointment of the working group will be made on an annual basis at the first appropriate meeting of Cabinet. The quorum of the panel will be in accordance with the Council's Constitution.

2. Purpose of the Property Asset Oversight Panel

- 2.1 The Council has a number of key sites across the borough that it would like to either dispose to rationalise the asset portfolio or develop for the wider benefit of local residents and to contribute to the economic prosperity of the borough.
- 2.2 The PAOP will play a key role in moving this agenda forward and ensuring that appropriate steps are taken to deliver the development programme. The PAOP will:
 - Oversee the Council's programme to regenerate the borough and advise on the continued development of key sites in the borough in accordance with the Council's Asset Management Plan.
 - Receive updates on key sites and recommend the appropriate next steps for the sites.
 - Receive updates on the progress of asset disposals.

3. Status

- 3.1 The PAOP is an informal working group and has no delegated decision-making powers. Its advice and recommendations will be reported to the relevant decision maker.

4. Other Matters

- 4.1 The PAOP will have a minimum of four meetings scheduled per year (once per quarter). With other meetings arranged on an ad hoc basis when required to facilitate business.
- 4.2 The meetings will supported by the relevant officers as required.
- 4.3 Meetings will be held in private session in view of the informal status of the group. Materials will be available to all Members of the Council on request and on a confidential basis. Visiting Members will be able to attend at the discretion of the Chairman. The request should be made in advance of the meeting.