

Development and Assets Working Group – Terms of Reference

Background:

The Group was originally established in 2013 to oversee the work leading up the full Council decision to purchase Market Walk Shopping Centre. It was then agreed that the Group would continue in order to provide elected member oversight of the asset and its performance. A decision was taken in September 2015 to look at the feasibility of an extension to Market Walk and the terms of reference were revised accordingly to allow this Group to undertake that work. Since the full Council decision in September 2016 to go ahead with the Market Walk Extension, the Group was given additional responsibility to oversee the development work and the new terms of reference were set out. It was agreed at Council on 17 November 2020 that the group would be updated to oversee all ongoing and future development projects.

In August 2023, it was agreed that terms, scope and parameters of the group needed to be updated to reflect the desire to not just oversee the development of projects, but assess and monitor the performance of the completed projects against their original aims.

It is intended that the same Terms of Reference are adopted. This report sets out the updated Terms for the Working Group.

Membership:

The Development and Assets Working Group has a membership of 7 Councillors (each political group to also appoint two substitute Members) to be appointed at the Annual Council Meeting, including the appointment of a Chair of the Working Group.

Any Councillor may attend the Working Group as an observer, but numbers may be limited by the Chair to two from each political group.

Business of the Committee: The work of the Development and Assets Working Group is to:

- **Receive reports concerning the performance management of the development projects.**
- **Receive updates concerning the financial performance of the development projects.**
- **Undertake analysis of any proposals brought before them.**
- **Make recommendations to Full Council as to the future development proposals.**
- **Review the terms of any proposed contract award and the proposed framework in which the contract is to be awarded under (if any).**
- **Oversee the development projects.**
- **Receive annual reports that featured financial and target performance from development projects and assets.**
- **Receive prioritised reports of the asset register according to a red, amber, green (RAG) categorisation.**

For clarity, the DAWG will have no decision-making functions and may only make recommendations to full Council or the Executive Cabinet as appropriate.

Voting:

Voting will be done on a simple majority, with each member of the Steering Group having a single vote. In the event of equal votes, the Chair of the meeting will have a second or casting vote. Observer Councillors and officers do not have any voting rights.

Calendar of Meetings:

Meetings will be scheduled in the Council's annual calendar of meetings, but additional or alternative meeting dates may be scheduled in consultation with the Chair and in line with the need to progress development proposals.