

By: Roger Gough, Cabinet Member for Business Strategy,  
Performance and Health Reform  
Eric Hotson, Chairman of the Policy and Resources Cabinet  
Committee  
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Support

To: Policy and Resources Cabinet Committee – 22 November 2012

Subject: Establishment of a Property Sub-Committee

Classification: Unrestricted

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Summary: This report responds to the Cabinet Committee's discussion on the possible establishment of a sub-committee to consider proposed minor property decisions

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## **1. Introduction**

(1) During the first two cycles of the Committee there has been pressure on the agenda to manage the business effectively. Much time is being spent on minor property decisions that are not of a strategic nature.

(2) The Property Management Protocol establishes the principles as to delegation of decision making in relation to property matters. For those matters that are not delegated to officers, a decision is required by the Cabinet Member for Business Strategy, Performance and Health Reform. The nature of property business is that there are a significant number of transactions that are progressed as part of day to day management of the Council's property estate and property activity.

(3) Whilst it is important that the Committee continues to input into these minor property decisions, it asked officers to explore what mechanism would be available under the new governance arrangements to better manage this role.

## **2. Proposed establishment of a sub-committee to consider minor property issues**

(1) Appendix 4 Part 3 'Additional Rules Applying to Cabinet Committees provides in paragraph 3.3 "In exceptional circumstances, the Leader may consent to a proposal from a Cabinet Committee to establish a sub-committee, in which case the Chairman will be nominated by the Leader and elected by the sub-committee".

(2) It is proposed that the Cabinet Committee requests the Leader to consent to the establishment of a sub-committee to deal with minor property matters, comprising five members: 3 Conservative, 1 Liberal Democrat and 1 Labour.

(3) It is intended that the sub-committee will consider matters that fall into the following categories:

(a) Day to day property transactions which, under the Property Management Protocol, would generate a decision by the Cabinet Member for Business Strategy, Performance and Health Reform. This includes transactions (acquisitions and disposals) in excess of £1m and leases over a 20 year period across the Council's property portfolio and holdings, including land transactions, relating to Kings Hill.

(b) Matters relating to approvals to progress or enter into contracts for building projects which would generate a decision by the Cabinet Member for Business Strategy, Performance and Health Reform or Cabinet.

(4) Property related matters that form part of a significant programme of works, contain significant risks for the Council or impact on property strategy will continue to be considered by the Policy and Resources Cabinet Committee;

(5) The sub-committee will meet as and when necessary and report the outcome of its meetings to the next available Policy and Resources Cabinet Committee.

### **3. Recommendation**

That the Leader be requested to consent to the establishment of a Property Sub-Committee as set out above.

Background Documents - None

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