

## Terms of Reference

<b><u>Executive Committee</u></b>		
<b>Membership</b>	<b>Terms of Reference</b>	<b>Delegation of Functions</b>
12 members of the authority	<ul style="list-style-type: none"> <li>• To formulate, co-ordinate and implement corporate policies and strategies and make decisions relating to such matters to the extent that they are not reserved to full Council.</li> <li>• To recommend to Council amendments to the Policy Framework and policies and strategies therein.</li> <li>• To oversee policy implementation and consider reports relating to performance of services under the remit of the Committee.</li> <li>• To consult on, recommend and monitor the Annual budgets.</li> <li>• To consider and approve the Discretionary Income Policy.</li> <li>• To take any necessary decisions regarding the delivery of Council services and the discharge of Council functions, within the agreed policy and budgetary framework set by the Council, including:-               <ul style="list-style-type: none"> <li>○ The formation of partnerships and agencies;</li> <li>○ Award of contracts in excess of £100,000 (which includes any extension periods);</li> <li>○ To authorise the acquisition or disposal of any land, property and other assets held by the Council (other than those under a Right to Buy) with a value in excess of £20K providing that any proposal for the transfer of housing land which requires the consent of the Secretary of State shall be referred to full Council with recommendations;</li> <li>○ Agreement of leases in excess of 25 years.</li> </ul> </li> </ul>	See Delegations to Officers as set out in Part 3(2) of the Constitution.

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|  | <ul style="list-style-type: none"> <li>• To take into account any relevant findings of the Overview and Scrutiny Committee and to refer relevant matters to the Overview and Scrutiny Committee.</li> <li>• To approve recommendations regarding Clearance Areas/ Compulsory Purchase Orders and renewal areas provided within budget provision.</li> <li>• To establish a Housing Management Forum to advise on all matters pertaining to the management of Council housing and to operate under the following protocol:- <ul style="list-style-type: none"> <li>○ The Executive Committee shall agree any such recommendations or refer back for further consideration;</li> <li>○ On any resubmission the decisions of the Executive Committee will be final.</li> </ul> </li> <li>• To establish standing and ad-hoc forums to consider and make recommendations on significant policy issues. Such forums which shall operate as working parties to be politically proportionate and to involve lay members where considered appropriate.</li> <li>• To make interim and Final Management Orders under Part 4 of Chapter 1 of the Housing Act 2004.</li> <li>• To make Closing Orders and Demolition Orders under Part 1 Chapter 4 of the Housing Act 2004.</li> <li>• To agree to act as Accountable Body where the project is between £50,000 and £500,000 and satisfies the requirements of the Financial Regulations. Where the project exceeds £500,000 to make recommendations to full Council on any accountable body proposal.</li> <li>• To appoint representatives to outside bodies for those appointments delegated through the AGM.</li> </ul> |  |
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	<ul style="list-style-type: none"> <li>• To deal with any matters relating to the Local Authority Trading Company for the delivery of Leisure Services (Barrow Forward Limited) which are not delegated to Officers where council decision is needed.</li> <li>• To approve recommendations regarding changes to the establishment and fundamental changes to Conditions of Service of employees of the Council which are outside policy/budget where not delegated to Officers and where within 1% of net revenue budget. Any changes over the limit to be recommended to full Council.</li> <li>• To consider appeals in accordance with approved HR policies and procedures.</li> <li>• To deal with the discharge of duties under the Officer Employment Procedure Rules.</li> </ul>	<p>Delegated to Appeals Panel of 4 Members drawn from the Committee.</p> <p>Officer Employment Procedure Rules – Panel of 4 Members drawn from the Committee.</p> <p>Where dealing with disciplinary action relating to a relevant officer that panel to include 2 independent Members as prescribed.</p>
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