

## COMMITTEES OF THE EXECUTIVE - TERMS OF REFERENCE

### 1. FINANCE AND PERFORMANCE MANAGEMENT

- 1.1 To advise and make recommendations to the Cabinet on the annual budget for Council services, the Capital Programme and the setting of the Council tax.
- 1.2 To monitor expenditure by the Cabinet and other Committees within the framework of the Council's budgetary policy and financial objectives and to keep the Cabinet informed of the Council's overall position.
- 1.3 To consider the financial management aspects of the annual Statutory Statement of Accounts, in particular, any significant variations from the Council's budget for the year in question and the medium term financial strategy.
- 1.4 To receive final draft reports from External Audit (including the Audit Management letter and the External Audit Plan) from time to time received by the Council and to make recommendations thereon to the Cabinet.
- 1.5 To consider the work programme of Internal Audit and to make recommendations thereon to the Audit and Governance Committee.
- 1.6 To advise and make recommendations to the Cabinet on risk management and insurance issues.
- 1.7 To be responsible for corporate performance management and the preparation of any plans related to this function.
- 1.8 This Committee comprises no less than 5 Cabinet members and is chaired by the Business Support Services Portfolio Holder. A Vice-Chairman may also be appointed by the Council from members of the Cabinet.

### 2. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE

#### Management of the Council-Owned Property Assets

- 2.1 To consider and make recommendations to the Cabinet, on proposals brought forward by the officers' Asset Management Co-ordinating Group in respect of Council-owned property assets which are suitable for disposal, redevelopment or rationalisation in order to secure a financial return to the Council or an improvement in service provision.

#### North Weald Airfield

- 2.2 To monitor and submit recommendations to the Cabinet as appropriate on:
  - (a) strategic land use issues relating to the future development of the Airfield;
  - (b) strategic matters relating to the business, recreational and other activities conducted there;

(c) proposals for the part redevelopment or part disposal of the Airfield or its disposal;  
and

(d) proposals for the generation of additional income from aviation and other activities at the Airfield.

2.3 The Committee's terms of reference shall not extend to decision-making on existing Council activities on the site which shall remain the prerogative of the relevant Portfolio Holders within the Cabinet or the Cabinet itself.

2.4 In carrying out its responsibilities as above, the Cabinet Committee shall have regard to:

(i) the impact of the Local Plan Spatial Strategy as it develops;

(ii) the opportunities for disposing of property where it is in the best interest of the District for these to be transferred to more appropriate ownership or disposed of by leasehold in order to secure a financial return to the Council;

(iii) the suitability of sites for transfer to registered social landlords;

(iv) partnership schemes which would either assist in the delivery of infrastructure projects or unlock the potential of property holdings of partner bodies.

### **Economic Development**

2.5 To make recommendations to the Cabinet on an Economic Development Strategy for the District and on ways of co-ordinating the management of the Council's property assets to assist with achieving the objectives of that Strategy.

(NB as at 6/7/15)

### **3. LOCAL PLAN CABINET COMMITTEE – TERMS OF REFERENCE**

3.1 To oversee and submit recommendations to the Cabinet as appropriate on:

(a) agreement of documentation for consultation on the draft plan/preferred option and documentation to seek pre-submission representations on the proposed Local Plan;

(b) the final form of the Council's Local Plan (i.e. the version to be submitted to the Planning Inspectorate for Independent Examination); and

(c) responses that should be made to any representations received following consultation on the Local Plan and related documents and supplementary planning documents.

3.2 To be responsible for all aspects (except those matters specified in 3.1 above) including but not restricted to:

(a) monitoring of the achievement of milestones within the Local Plan and Community Infrastructure Levy preparation and review process;

(b) agreement of engagement strategies for consultation periods as necessary;

(c) agreement of documentation for consultation on the Issues and Options; and

(d) agreement of draft options and policy wording to be used as the basis for Sustainability Appraisal.

- 3.3 To note, receive and, if necessary, agree officer reports on consultants' studies which contribute to the establishment of an up-to-date evidence base to influence preparation of the Local Plan.
- 3.4 To agree options for joint or co-ordinated working with neighbouring Councils, which comply with the Council's duty to co-operate and which best meet the needs of this District.
- 3.5 To respond to the Planning Services Standing Scrutiny Standing Panel as appropriate.
- 3.6 To monitor within the budgetary provision for the Local Plan, as approved by the Cabinet and the Council.
- 3.7 The membership of the Committee will comprise of members of the Cabinet, the number to be determined by the Leader of the Council.
- 3.8 That the Committee will be chaired by the Portfolio Holder responsible for Planning matters.

N.B. (1) In the event that the Council's Cabinet is constituted according to the pro rata membership requirements of the Local Government and Housing Act 1989, any political group not having representation on the Committee by virtue of one of the named Cabinet portfolios shall nominate one member of the Cabinet to serve on this Committee.

(2) In the event that seats on the Cabinet are allocated by the Leader of Council solely to one political group, or to an alliance of one or more groups forming an administration, seats on the Sub Committee shall only be allocated to members of that group or alliance who have seats on the Cabinet.

#### **4. HOUSEBUILDING CABINET COMMITTEE**

1. To consider and recommend to the Cabinet the Development Strategy for the Council's House Building Programme on an annual basis.
2. To consider and sign-off development appraisals and financial appraisals produced by the Council's appointed Development Agent for sites previously identified by the Cabinet as having development potential and that could be included within the Council's House Building Programme.
3. To approve the submission of detailed planning applications, and/or if more appropriate outline planning applications, by the Council's appointed Development Agent for sites that the Cabinet Committee considers are suitable for development and viable, having regard to the development appraisals and financial appraisals for the sites.
4. To invite ward members to attend meetings of the Cabinet Committee when potential development sites in their ward are under consideration, and to provide an opportunity for ward members to provide comments on proposed developments, before development appraisals and financial appraisals are signed-off and approvals to submit planning applications are given.
5. To approve the subsequent development of sites considered suitable for development and viable that receive planning permission, subject to the acceptance of a satisfactory tender for the construction works.
6. To approve, and include within financial appraisals, the use of the following sources of funding for the development of individual sites within the Council's House Building Programme:

- (a) The agreed Housing Capital Programme Budget for the House Building Programme;
  - (b) Capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on House Building;
  - (c) Financial contributions received from developers for the provision of affordable housing within the District, in lieu of on-site affordable housing provision, in compliance with Section 106 Planning Agreements; and
  - (d) Grant funding received from the Homes and Communities Agency.
7. To approve the submission of the Council's Pre-Qualification Questionnaire to the Homes and Communities Agency (HCA), applying for Investment Partner status with the HCA.
8. To consider and accept tenders received for the construction works on sites included within the Council House Building Programme.
9. To determine whether, in addition to the potential development sites already considered by the Cabinet, sites with development potential within the following categories should be added to either the House Building Programme's Primary List or Reserve List and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent:
- (a) Other specific garage sites comprising 6 or less garages;
  - (b) Specific garage sites where garage vacancies arise with no waiting list of applicants; and
  - (c) Specific areas of Council-owned land on housing sites considered to be surplus to requirements.
10. To determine whether sites on the Reserve List of potential development sites previously agreed by the Cabinet should be promoted to the Primary List, and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent, due to:
- (a) There being insufficient numbers of properties that can be viably developed from the Primary List of potential development sites to deliver a House Building Programme of 120 new homes over a six-year period; and/or
  - (b) The Cabinet subsequently deciding to increase the size of the House Building Programme and there being insufficient numbers of properties that can be viably developed to deliver a larger Programme.
11. To monitor and report to the Cabinet on an annual basis:
- (a) Progress with the Council House Building Programme; and
  - (b) Expenditure on the Housing Capital Programme Budget for the Council House Building Programme, ensuring the use (within the required deadlines) of the capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts

from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on house building.

12. To approve applications to the Homes and Communities Agency (HCA) (or any successor body) to obtain HCA Investment Partner Status (or similar), in order to enable the Council to seek funding from the HCA, and to approve funding bids to the HCA for developments within the Council House Building Programme (*added by Leader Decision – 21.3.14*).
13. To consider and approve the future use of any potential development site previously identified by either the Cabinet or Cabinet Committee as having possible development potential for Council House Building where it either does not gain planning consent, is deemed inappropriate to develop undevelopable by the Cabinet Committee for whatever other reason or where the development appraisal identifies that the site is economically undevelopable. (*Added by Leader Decision – 16.5.14*)
14. To decide, where necessary, the names of developments undertaken through the Council House Building Programme, following consultation with the Parish or Town Councils and Ward Members. (*Added by Leader Decision – 27.8.14*)
15. To appropriate Council-owned land, held for housing purposes and identified for Council house-building for planning purposes under provisions laid out in Section 122 of the 1972 Act and Section 226 (1) (a) of the 1990 Act on the grounds that the land is no longer required for the purposes for which it is currently held in the Housing Revenue Account. (*Added by Leader Decision – 21.10.14*)

(NB as at 6/7/15)