

Terms of Reference for the Land & Property Working Group (L&PWG)

**Agreed by LPWG on 12 July 2021
To be approved by F & G Committee on 19 July 2021**

1. Purpose of Working Group:

- 1.1. To discuss all aspects the councils property portfolio.
- 1.2. To make recommendations to Finance and Governance Committee or to instruct officers to act regarding proposals received and potential legal matters.

2. Membership:

- 2.1. Members – As nominated by Group Leaders
- 2.2. Officers in routine attendance: City Clerk, CSM and ESM
- 2.3. Other officers to be invited as necessary.

3. Meetings:

- 3.1. As required – approximately quarterly, or as required.
- 3.2. Meeting will be chaired by an elected member. A vice chairman will also be elected.
- 3.3. The CSM will be the working group's secretary
- 3.4. Notes from the meeting will be circulated to all councillors on the working group within 2 weeks of each meeting.

4. Accountability:

- 4.1. The LPWG will work in accordance with the Council's Land and Property Disposal Policy
- 4.2. Any proposals to dispose of land or property by the LPWG will be considered in accordance with SCC's Standing Orders.