



Brocks Hill/Office Relocation Sub Committee	Tuesday, 07 December 2021	Matter for Information and Decision
--	--------------------------------------	--

Report Title:

Sub-Committee Terms of Reference

Report Author(s):

Adrian Thorpe (Head of The Built Environment)

Purpose of Report:	To seek Members approval of the Terms of Reference for this Sub-Committee.
Report Summary:	The report sets out the Terms of Reference for this Sub-Committee and recommends that they are approved.
Recommendation(s):	That the Terms of Reference for the Brocks Hill/Office Relocation Sub Committee are approved.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive) (0116) 257 2602 Anne.Court1@oadby-wigston.gov.uk</p> <p>Adrian Thorpe (Head of The Built Environment) (0116) 257 2645 Adrian.Thorpe@oadby-wigston.gov.uk</p> <p>Jeffery Kenyon (Economic Regeneration Manager) (0116) 257 2465 Jeffery.Kenyon@oadby-wigston.gov.uk</p> <p>David Garner (Regeneration Project Manager) (0116) 257 2623 David.Garner@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3) Growing the Borough Economically (CO2)
Vision and Values:	Customer Focus (V5) Innovation (V4) Teamwork (V3)
Report Implications:-	
Legal:	It is a requirement within the Council's Constitution that terms of reference are established, setting out the Sub-Committee's functions(s), size, composition, duration and the extent of delegation by the parent Committee.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Effective Utilisation of Assets / Buildings (CR5) Organisational / Transformational Change (CR8)
Equalities and Equalities	There are no implications arising from this report.

Assessment (EA):	EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Sub Committee Terms of Reference

1. Information

- 1.1 The Brocks Hill/Office Relocation Sub-Committee is a new Sub-Committee and as such, it is required that the Terms of Reference are agreed and approved. These are set out in **Appendix 1.**
- 1.2 Appendix 1 also sets out the general powers of the Sub-Committee which should be noted by all Members of the Sub-Committee.