

## **General Powers – Office Relocation Sub-Committee**

Composition – 5 members

Quorum - 3

1.1 This Sub-Committee must operate within its Terms of Reference and delegated powers and in accordance with Part 3 of the Constitution as appropriate.

1.2 The delegated powers of this Sub-Committee must be exercised in conformity with any directive of the Council on any matters relating to the policy framework.

1.3 This Sub-Committee shall not have the power to incur expenditure which has not been sanctioned by the Council.

1.4 This Sub-Committee is authorised to take any steps, including delegation to officers, which may be necessary to carry out the functions delegated to it.

1.5 This Sub-Committee is authorised to carry into effect any of the duties, powers or functions delegated to it.

1.6 This Sub-Committee is responsible for monitoring the performance of the specific tasks delegated to it.

1.7 The Sub-Committee may not resolve to seek Council or Committee authority rather than to exercise delegated authority in any matter.

## **Terms of Reference**

1. To approve in consultation with the Head of the Built Environment and the Head of Finance (Section 151 officer) the process to appoint a developer to facilitate the re- development of the Brocks Hill building to provide office accommodation within the approved budget and through the use of a procurement Framework.
2. Acting upon the recommendation of the Head of the Built Environment and the Head of Finance (Section 151 officer) to appoint a developer to deliver the project as per '1' above.
3. To agree in consultation with the Head of the Built Environment the tender specification to facilitate the re- development of the Brocks Hill building to provide office accommodation.
4. To agree in consultation with the Head of the Built Environment the overall size, type and nature of the office accommodation to be provided at the Brocks Hill building within the approved budget to enable the Council Offices to re-locate to Brocks Hill.
5. To authorise the Monitoring Officer(Head of Law and Democracy) to enter into and negotiate any contract or agreement within the approved budget that is necessary to facilitate the redevelopment of Brocks Hill building on the advice of the Head of the Built Environment and the Head of Finance (Section 151 officer).