

TO: **POLICY AND RESOURCES COMMITTEE**

10 May 2017

FROM: **PROJECTS SUB-COMMITTEE**

8 June 2017

## **5. TERMS OF REFERENCE**

The Sub-Committee considered a report of the Town Clerk which set out the Sub-Committee's Terms of Reference.

The Town Clerk explained that, following a discussion with the Chairman, it had been agreed that there was some ambiguity in the entry in the Terms of Reference which stated that the Sub-Committee was responsible for:

- "Overseeing the City Corporation's programme of projects, excluding those within the remit of the Corporate Asset Sub-Committee, to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee";

The Town Clerk explained that the Corporate Asset Sub-Committee acted as the Service Committee for some projects, and those projects were not excluded from the remit of the Projects Sub-Committee. This entry in the Terms of Reference referred to the responsibility of the Corporate Asset Sub-Committee for overseeing the delivery of the programme of minor repairs and maintenance works set out within the Cyclical Works Programme (CWP) (previously known as the Additional Works Programme (AWP)). The Projects Sub-Committee did have the authority to call-in works from the CWP to assure itself that these works were being delivered in an appropriate manner.

The Town Clerk suggested that the Terms of Reference could be made clearer by amending this entry to read:

- "Overseeing the City Corporation's programme of projects, excluding those within the Cyclical Works Programme (although these may be called-in by the Projects Sub-Committee), to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee";

The Sub-Committee agreed that this amendment to the Terms of Reference should be proposed to the Policy and Resources Committee.

### **RESOLVED – That the Sub-Committee**

- a) requests that the Policy and Resources Committee amend the Sub-Committee's Terms of Reference to read:
- "Overseeing the City Corporation's programme of projects, excluding those within the Cyclical Works Programme (although these may be called-in by the Projects Sub-Committee), to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee."