

# Asset Management Working Group – Terms of Reference

**Reports to:** Environment & Assets Committee

## Purpose

The Asset Management Working Group (AMWG) is responsible for the oversight and strategic guidance regarding the management, maintenance, sustainability and development of all Council owned assets, including buildings, land, equipment, play areas, public open space and infrastructure within Thame civic parish.

## Scope and Objectives

The AMWG shall:

- Review and monitor the condition, usage, and performance of Council assets
- Develop and recommend asset management strategies and policies, ensuring that all decisions take into account environmental impact and wellbeing in line with the Environmental Policy
- Evaluate proposals for asset acquisition, disposal, or development
- Monitor compliance with relevant regulations and standards
- Assess financial implications of asset related decisions
- Provide recommendations to the Environment & Assets Committee (parent Committee) / Full Council on asset related matters.

## Membership

The Working Group shall consist of:

- Four elected Council members, one of whom will serve as Chair
- Town Clerk
- Operations Manager

The core group may invite additional non-voting community members / professionals to attend specific meetings as appropriate. If any community member is unable to attend a meeting, they can nominate a substitute to represent their area.

## Governance

Decisions agreed mostly by consensus, but where necessary a majority vote of those present, with the Chairperson having a casting vote if required.

## Administration

- Operations Manager / Town Clerk will provide administrative support (i.e. agendas, meeting notes, circulation of information)
- Quorum is 4 group members to include three Councillors and one Officer
- The Working Group shall meet at least quarterly, with additional meetings as required

- The Working Group shall communicate through email, telephone and meetings (actual and virtual (both formally and informally))
- Relevant documentation will be stored in the Asset Management Working Group folder on the Town Council's data store
- Following a meeting the notes will be reported at the next parent Committee meeting
- The Working Group can decide on methods of work (e.g. consultations, press releases, surveys, progress reports, letters, etc.).

### **Authority and Reporting**

The Working Group:

- Has authority to investigate and research asset related matters
- May engage external expertise subject to any costs being approved by the parent Committee / Full Council
- Create sub-groups (with other nominated members) as necessary to progress specific items
- Make recommendations to the parent Committee / Full Council
- Must refer any matters with financial implications to the parent Committee / Full Council.

### **Resources and Budget**

- Use of Town Council meeting rooms, administrative resources and officer time as required.
- Any funding authorisation to be sought from the parent Committee or Full Council.
- Grant funding to be sought from grant funding bodies as relevant.

### **Review**

These Terms of Reference shall be reviewed and changed when circumstances require by the Working Group. However, significant changes require authorisation from the parent Committee / Full Council.

### **Confidentiality**

Members shall maintain confidentiality regarding sensitive information discussed within meetings, particularly concerning property transactions or commercial matters.