

## **EXECUTIVE COMMITTEE**

### **1. AIMS AND OBJECTIVES**

Within the Terms of Reference of, and under the powers and authority delegated to, the Committee and to make decisions within the policies, strategies and agreed budget of the Council:

- (i) to devise, review, revise and determine those plans, policies and strategies which fall outside of the scope of the policy framework;
- (ii) to recommend to the Council amendments to the policy framework; and
- (iii) to deal with all other matters not allocated to a specific Committee.

### **2. CONSTITUTION AND POWERS**

- (i) The Executive Committee will comprise eleven Members, known as Lead Members, which include the Leader and Deputy Leader of the Council, all to be appointed by Council annually, or such lesser interval as may be necessary.
- (ii) Political balance will apply.
- (iii) The quorum of the Executive Committee will be five Members.
- (iv) The Leader of the Council will be the Chair of the Executive Committee. The Chair of the Executive Committee will, in the event of equality of voting, have a second or casting vote.
- (v) The Deputy Leader of the Council will be the Vice-Chair of the Executive Committee.
- (vi) Neither the Leader, nor any Executive Committee Member, can be given individual executive/delegated powers.
- (vii) The Executive Committee may not co-opt any person, whether an elected Member or otherwise, as Members, though for advisory purposes only it may invite any Members or persons to attend its meetings.
- (viii) The Executive Committee may appoint Task and Finish Working Groups, the membership of which may include any Member of the Council, and which will report with recommendations to the Committee.

### **3. TERMS OF REFERENCE**

- (1) To formulate and develop, for adoption by Council, those policies and strategies which comprise the policy framework.
- (2) To review and monitor the operation of the policy framework and to recommend to Council proposals for new initiatives and policy developments.

- (3) To devise, review, revise and determine all policies and strategies which are not within the scope of the policy framework.
- (4) To implement those policies, duties and responsibilities in respect of the Council's functions which are not otherwise the responsibility of Council, or other Committees.
- (5) To prepare a forward plan containing matters for the Committee's consideration which will be reviewed at each scheduled meeting of the Committee.
- (6) To monitor the Council's performance, in conjunction with the Overview and Scrutiny Committee, and ensure that action is taken to review and prepare action plans for improvement if necessary in respect of those key Performance Indicators that meet the Council's priorities.
- (7) To provide the lead on all matters of improvement.
- (8) To formulate the annual budget including capital and revenue spending in accordance with the Council's priorities and make recommendations to the Council on Council Tax levels and the annual budget.
- (9) To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
- (10) To update the local development scheme in respect of the timetabling of both the Joint Core Strategy and the Tewkesbury Borough Plan as may be required from time to time to reflect the progression of the Joint Core Strategy and the Tewkesbury Borough Plan.
- (11) To provide the lead on partnership working including the joint delivery of services.
- (12) To take the lead on community leadership and consultation with stakeholders.
- (13) To consider requests to undertake a Community Governance Review in relation to the electoral arrangements of Parishes within the Borough (including boundaries, size, name etc.), approve the Terms of Reference of a Review and undertake consultation prior to making recommendations on any changes to the Council.
- (14) To fulfil the Council's responsibilities in respect of risk management upon recommendation from the Audit and Governance Committee.
- (15) To monitor and review the staffing and decision-making structures of the Council and recommend any changes to Council.
- (16) To receive reports from Lead Members as appropriate.
- (17) To receive, as the parent Committee, reports and recommendations from Working Groups appointed by the Committee.
- (18) To determine requests on a case by case basis for Council Tax to be reduced under the locally defined Council Tax discount.

(19) To deal with all other matters not allocated to a specific Committee.

(20) To approve asset purchases in excess of £12million subject to the parameters of the Commercial Investment Strategy being met.

#### **4. DELEGATED POWERS**

Subject to the General Provisions, and Scheme of Delegation to Officers, to determine all matters within the Terms of Reference of the Committee\*.

\* Note: This authority does not preclude the Committee from referring a matter which is delegated to the Committee to the Council for determination should it be deemed appropriate in all of the circumstances.

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