

1. Purpose

The Asset Transfer Working Group (ATWG) is to provide interim oversight and support in the absence of an Assets and Estates Manager, specifically focusing on matters related to the proposed undertaking of the Unity Centre building and its future operations. The Working Group will research, discuss, and provide informed recommendations to the Full Council for consideration and approval.

2. Objectives

To act as a temporary advisory body on asset-related matters, particularly the Unity Centre building, until the Assets and Estates Manager role is filled.

To ensure informed decision-making by researching and evaluating options related to the transfer, management, or operational aspects of the Unity Centre.

To report findings and recommendations to the Full Council for formal consideration and approval.

3. Membership

The Working Group shall consist of 5 councillors appointed by the Full Council.

A lead councillor will be nominated by the Full Council, and it is the responsibility of the lead to coordinate the group's efforts and provide regular reporting back to Full Council.

Membership may be reviewed by the Full Council as needed.

4. Scope and Responsibilities

Engagement: The Working Group shall be notified by council officers on any item or issue relevant to the proposed undertaking of the Unity Centre, including but not limited to legal, financial, operational, or community-related considerations.

Research and Discussion: Members are responsible for researching relevant information, consulting with stakeholders, and discussing options to develop informed recommendations.

Reporting: The Working Group will prepare and present reports or recommendations to the Full Council, ensuring clarity and alignment with the Council's strategic objective to operate the Unity Centre.

Limitations: The Working Group has no decision-making powers; all recommendations must be approved by resolution of the Full Council.

5. Meetings

Meetings will be convened as required, it is envisaged that members of the working group will be allocated specific tasks and to report back the findings of their research for inclusion on a future Full Council agenda item.

Meetings where convened may be held in person or virtually, as agreed by the group.

6. Reporting and Accountability

The Working Group will report directly to the Full Council at its regular meetings or as required.

Regular reports should include a summary of outstanding actions, any discussion, research findings, and clear recommendations for Council consideration.

The Working Group is accountable to the Full Council and must operate within these Terms of Reference.

7. Duration

The Working Group is seen as a temporary body and will remain active until the Assets and Estates Manager role is filled and sufficient hand over has taken place or until the Full Council resolves to dissolve it.

The Full Council may review or amend these Terms of Reference at any time.

8. Resources

The Working Group will have access to council staff for administrative support and relevant documentation.

All expenditure must be pre-approved by the Full Council and be presented in line with The Council's adopted Financial Regulations.

9. Review

These Terms of Reference will be reviewed upon significant changes to the Unity Centre project or the Council's staffing structure.