

## **Asset Review Board Terms of Reference - October 2025**

1. The Asset Review Board is a member working group of the Cabinet. It is not a public meeting.
2. The purpose of the Asset Review Board is
  - a. to provide advice and recommendations to the Director, Commercial and Assets in relation to the administration of policy relating to the acquisition and disposal of the Council's owned land and buildings; and
  - b. to ensure transparency in the execution by the Director, Commercial and Assets of his delegations.
  - c. to work alongside the Director, Commercial and Assets to review the Council's landholdings and building assets and provide member oversight and input into their use and management aligned to corporate objectives.
3. Meetings of the Asset Review Board will be on a monthly basis, normally on the third Tuesday of the month.
4. All Cabinet members will be invited to meetings of the Asset Review Board but to be quorate the meeting must comprise at least the Leader and/or Deputy Leader and PFH Assets and be supported by the Director, Commercial and Assets or the Chief Executive or Director, Place & Communities or Director, Corporate & Customer. Recommendations to Cabinet with significant budget implications to be agreed in consultation with the PFH Resources.
5. The meetings will be noted. An annual report to Cabinet will be made summarising the work of the ARB for public scrutiny.