

TO: EXECUTIVE COMMITTEE  
25 APRIL 2002

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**TERMS OF REFERENCE**  
**(Director of Corporate Services)**

**1 PURPOSE OF DECISION**

- 1.1 To advise the Committee of its terms of reference.

**2 SUPPORTING INFORMATION**

- 2.1 The Committee has been appointed to deal with matters of a routine nature which are not strategic and therefore not appropriate for consideration by the full Executive. It has been appointed with the following terms of reference:

- 1 To take decisions in relation to Executive functions involving:
  - (i) Allocation of resources within a Council approved rolling programme between £100,000 and £250,000;
  - (ii) Authorisation of capital expenditure above estimate not exceeding £50,000;
  - (iii) Writing off debts in excess of £20,000 and not exceeding £50,000;
  - (iv) Approval of terms for the acquisition of land and buildings in excess of £100,000 and not exceeding £500,000;
  - (v) To approve terms for the disposal of land and buildings of less than 0.5 hectares and not exceeding £200,000.
2. To determine any other non-key decision of a routine nature which the Council's Financial, Contracts or other procedure rules specify should not be taken by an individual member of the Executive.

- 2.2 It should be noted that the Access to Information Rules within the Constitution will continue to apply to all proceedings of the Executive Committee i.e. the forward plan, publication of agendas, report and decision and call-in processes.

Background papers

Exempt

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00 Terms of Reference