

## **LAWLEY MANAGEMENT COMMITTEE TERMS OF REFERENCE**

### **1. PURPOSE**

- 1.1 The Lawley Management Committee will oversee Stewardship services and activities at Bournville Village Trust's Lawley site in line with relevant BVT Group Policies and will ensure Lawley charge-payers receive value for money, resident-focussed services.

### **2. MEMBERSHIP AND PROCEEDINGS**

#### **2.1 CHAIR & VICE-CHAIR**

The Chair of the Committee will be appointed by the Committee for a term of two years, being eligible for a further two-year term thereafter. The Chair must be one of the directly elected Lawley residents.

A minimum of two years should then elapse before the retiring Chair is eligible for reappointment to this post.

A Vice-Chair may be appointed by the Committee for a term of two years, being eligible for a further two-year term thereafter. The Vice-Chair must also be a directly elected Lawley resident.

A minimum of two years should then elapse before the retiring Vice-Chair is eligible for reappointment to this post.

#### **2.2 COMPOSITION**

The Lawley Management Committee will be made up of up to 10 members as follows:

- 8 Lawley residents directly elected by Lawley charge payers\*
- 2 BVT Executive Team members

*\*Directly elected resident elections will take place every two years with half of the members to be selected for election each election year.*

#### **2.3 CO-OPTEEES**

Members shall have the right to appoint Co-opted Members to the Committee. A maximum of three Co-opted Members can be appointed at any time.

One of the three co-opted positions will be offered to an elected Parish Councillor representing a Lawley ward, nominated by Lawley & Overdale Parish Council.

Co-opted committee members will not be eligible to vote.

Co-opted members may be asked to join sub-groups of the committee. Within these sub-groups, co-optees may act as any other committee member in line with the delegations agreed by the committee.

#### 2.4 **MEETINGS**

The Committee shall meet four times each year, or more frequently at such intervals as may be determined by the Chair.

#### 2.5 **QUORUM**

The quorum for this Committee shall be 3 residents and 1 Executive Team member.

#### 2.6 **VOTING**

In the event of a tied vote, the Chair may cast the deciding vote. All issues shall be decided by a straight majority.

Co-optees are not eligible to vote.

#### 2.7 **GOVERNANCE POLICIES**

Any member of the Committee absent for three consecutive meetings without leave of absence given by the Committee Chair, may lose their place on the Committee at the discretion of the Chair.

Any Committee member who leaves the Committee will not be permitted to apply to be re-appointed to the Committee for a minimum of 12 months after their committee membership ends.

An employee who leaves the BVT Group may not apply for Committee membership for a minimum of 12 months after their employment ends.

All committee members are required to adhere to the BVT adopted Code of Conduct.

#### 2.8 **SECRETARY**

The Secretary to the Committee shall be the Head of Estates & Stewardship or other designated officer as agreed by BVT's Executive team.

#### 2.9 **EXECUTIVE TEAM & SENIOR MANAGEMENT**

In addition to the Executive Team Committee Members other members of the BVT Executive Team or other Senior BVT Managers may be invited to attend all or part of particular meetings at the discretion of the Chair.

#### 2.10 **REMUNERATION**

Committee members shall not receive any remuneration for their services but will be paid expenses incurred in the execution of their duties.

#### 2.11 **TERMINATION OF MEMBERSHIP**

The Place-shaping Committee retains the power to terminate the appointment of any Member of the Committee, or immediately upon the advice of the Company Secretary for any breach of the LMC or BVT "Code of Conduct" or any other Trust policy, terms of reference or other relevant standard, directive, regulation, constitution or legislation.

Removal of a member of the committee is subject to appeal to a 3 member appeal panel made of a BVT Trustee, the Chief Executive of BVT (or nominated senior Executive) and a Resident Member. This panel may affirm the decision of the Place-shaping Committee, amend the sanction (e.g. suspension) or over-rule the decision. The decision of the appeal panel is final.

## 2.12 COMMITTEE EFFECTIVENESS

The Committee shall carry out an annual review of these Terms of Reference and a review of its own effectiveness and recommend any necessary changes to the Place-shaping Committee.

## 3. DELEGATED AUTHORITY

- 3.1 The Committee is responsible for implementing Trust policy, recommending changes to policy to the Board of Trustees or relevant BVT Committee and the monitoring of performance for those areas of work delegated by the Board of Trustees as set out below in Principal Functions.
- 3.2 The Committee is responsible for conducting business in accordance with any written instructions or guidelines imposed by the Board of Trustees.
- 3.3 The Committee shall where necessary authorise the Chair, Vice-Chair and/or other Member(s) of the Committee to liaise directly with Executive Officers to deal with matters requiring urgent action/decision within the remit of these Terms of Reference.
- 3.4 The Committee shall not incur additional expenditure on behalf of the Trustee body, which cannot be accommodated within the overall budget approved by the Board of Trustees without the consent of the Trustee body.
- 3.5 Any matters that cannot be resolved satisfactorily by the Committee under its Terms of Reference shall be referred to the Place-shaping Committee whose decision shall be final and binding.

## 4. PRINCIPAL FUNCTIONS

The principal functions of the Lawley Management Committee shall be as follows:

- 4.1 Consider and propose the annual budget to BVT's Place-shaping Committee. The Committee may reject the budget if it:
  - Breaches the terms of the Stewardship Contract
  - Creates a deficit or future liabilities which could undermine the viability of the scheme
  - Breaches any relevant standard, directive, regulation, constitution or legislation.
- 4.2 Develop & recommend approval of an Annual Service Plan (setting out KPI targets and improvement actions).
- 4.3 Develop and recommend approval of the annual planned maintenance programme.
- 4.4 Develop and recommend approval of amendments to the Design Guides.
- 4.5 Develop and recommend approval of new policies or amendments to existing policies.
- 4.6 Receive a quarterly financial report on expenditure against budget.
- 4.7 Receive and approve a quarterly report on Estate Management activities.
- 4.8 Receive and approve a quarterly report on Community Engagement and local partnership working.

- 4.9 Receive a quarterly update on development in Lawley.
- 4.10 Receive and reach a decision on appeals against the implementation of the Design Guide.
- 4.11 Work with other organisations to support the development of the overall vision for Lawley, proposing changes or new BVT activities to ensure that the vision is achieved.
- 4.12 To ensure the effective administration of the Eileen Hewer fund, ensuring compliance with fund requirements.

**OTHER KEY FUNCTIONS**

The following list is not exhaustive and is to be read in conjunction with the Principal Functions set out above.

- 4.13 To review the performance of the Teams reporting to the Committee through internal audit and performance reports where appropriate/available, setting performance targets as appropriate.
- 4.14 To ensure that current risks that fall under its principal functions are being effectively managed, considering emerging risks and understanding the risks presented by new opportunities and how these can be managed and/or mitigated.
- 4.15 To consider proposed and current legislation and its impact on the BVT's work covering the areas under the remit of the Committee.
- 4.16 To ensure that Value for Money is monitored and is an integral part of all decision making in line with BVT's Value for Money Strategy.

**5 CONFLICT OF INTEREST**

When the Committee discusses any matter which poses a conflict of interest for any member or employee present, that person should declare an interest. If the conflict is clear and substantial, the Committee member should offer to withdraw and, if invited to remain, refrain from voting on the matter.

**6 REPORTING PROCEDURE**

Draft minutes shall be formally approved by the Committee at its next meeting and made available to the Place-shaping Committee.

<b>Approved by the Lawley Management Committee:</b>	<b>30<sup>th</sup> April 2024</b>
<b>Approved by the Place-shaping Committee:</b>	<b>16<sup>th</sup> May 2024</b>