*[KLTR-OPTS/2024/02/02]*

**Ownerless Property Transfer Scheme (OPTS) Advisory Panel**

**Terms of Reference (ToR)**

Following the consultation and pilot of the Ownerless Property Transfer Scheme (OPTS), the King’s and Lord Treasurer’s Remembrancer (KLTR) has introduced an arm’s-length non-statutory advisory panel to provide support and scrutiny of the decision-making process and to make recommendations relating to OPTS applications.

Non-executive Panel members’ expertise and advice will apply to submissions from community bodies or registered charities, but not exclusively. The panel may be invited to consider more challenging applications from other applicants.

***Membership***

The Chair and members of the Panel will be appointed for a period of3 years, unless agreed otherwise by the KLTR. Replacement members or ongoing membership must be agreed between 30-35 months of the 3-year period.

The Panel will consist of a Chair and a minimum of 5 ex-officio appointees from the following sectors:

* Public bodies,
* Local Authorities,
* Community/ Charity interests.

Members wishing to withdraw from the Panel must provide a minimum of 1 months’ notice, together with an agreed replacement for their sector/organisation, providing the sector/organisation wishes to continue to be a member.

Members being removed from the Panel will be given 2 months’ notice to identify a replacement for their sector/organisation if the sector/organisation is continuing to be a member.

***Remit***

Panel members will provide independent insight and sector-specific knowledge to help assess an OPTS application’s overall merits and sustainability; bringing a wider perspective and knowledge of land policy aspirations and linkages, local authority interests, and local community aspirations to assist in shaping final recommendations to the KLTR.

The Panel will review and make recommendations in relation to OPTS applications and policy delivery and to advise the KLTR on OPTS and other related matters as requested by the KLTR.

The Chair will liaise with other relevant bodies at their discretion.

Should the panel be unable to reach agreement or a majority view on an application, the Chair may determine the recommendation to be provided.

***Attendance***

The Panel will meet at least quarterly and at such other times as may be determined by the Chair, to address OPTS/KLTR requirements. The panel may meet in person, or wholly or partially remotely using video-conferencing.

Members of the secretariat will attend Panel meetings to provide information as required by the Chair and to record the Panel business.

The KLTR and Chief Executive Officer are entitled to attend Panel meetings.

Members of the KLTR staff may attend the meetings along with other attendees, as agreed with the Chair.

The Panel will be quorate at a meeting when three members and the Chair are present, and at least one of those present is an ex officio member.

Where the Chair is unable to attend a meeting, they will nominate another panel member to chair the meeting.

Where a panel member is unavailable to attend, they may, where practicable and with the agreement of the Chair, provide a delegate to present their views.

To expedite disposal of business, the Panel may consider such other matters as may be agreed by the Chair and Panel, by electronic means (e.g., email) between Panel meetings rather than at a formal meeting.

***Reporting***

The Chair will provide regular updates/reports to the Chief Executive Officer and, where appropriate, to the KLTR Board on Panel activities:

* progress and performance of the OPTS
* assessment of applications and outcomes.

The Chair will conduct an annual effectiveness review of the Panel’s activities, reporting outcomes to the Board.

***Assurance Framework***

As part of the KLTR governance and assurance framework, the Chair will provide an annual assurance report update to the Accountable Officer/Board for consideration and inclusion in the Annual Report and Accounts. Issues to be covered in the report must be agreed with the Accountable Officer.

***Panel support***

The Panel will be supported by a secretary and other staff as necessary from the KLTR’s Office.

***ToR Review***

This ToR will be reviewed annually by the Panel, and additionally if required by the Chair, and any changes should be agreed with the KLTR or the Chief Executive.