

COMMITTEES TERMS OF REFERENCE 2024-25

Agreed: Annual Meeting 22 May 2024.

Amended: Full Council September 25th 2024.

Finance Committee

To monitor, review and assist in the effective financial management of the Council.

The Committee should be seven voting Committee Members – and, in any case, shall be no fewer than five – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

The Chair of the Council shall not be a member of the Finance Committee.

The Chair of the Committee shall convene an ordinary meeting of the Committee at least once every quarter and, in addition, the Committee shall hold budget scrutiny meetings in October and November in accordance with the Council's budget-setting procedures.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to the sub-committees and/or working groups for which it is responsible.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Committee's duties shall be:

To monitor, review, and to make recommendations to the Council regarding:

- the financial resources required by the Council to fulfil its statutory obligations and to support the well-being of its communities;
- the Council's borrowing requirements, reserve funds, investments and banking arrangements;
- the charging policies for services provided by, and provided to, the Council.

To monitor, review, and to make recommendations to the Council regarding the effectiveness of the Council's systems of internal financial control, specifically:

- Ensuring compliance with Regulations, statute or law and the Council's Standing Orders and Financial Regulations;
- Ensuring an adequate and effective system of internal audit of the Council's accounting records and system of internal control;
- Monitoring the Council's income and expenditure against budget;
- Ensuring that accounts are properly maintained and reflect current best practice;
- Ensuring that bank reconciliations are undertaken regularly;
- Receiving and reviewing regarding the Council's draft accounts, draft Annual Return and draft Governance Statement, and making recommendations to the Council.

To monitor financial transactions including receipts, payments and bank transfers.

To identify business risks that may prevent the Council achieving its aims and objectives, and to make recommendations to the Council.

To ensure that the Council has appropriate insurance cover in place relating to buildings, property, staff, Members, public liability and employers' liability, and to make recommendations to the Council.

To determine applications from the Responsible Financial Officer and from Committees for authority to overspend up to and including £500 against any individual budget line¹.

In accordance with the Council's budget-setting procedures:

The Finance Committee will call in Chairs or responsible project leads or RFO to agree actions to address potential significant variations in the budget.

To receive final budget presentations from the Responsible Financial Officer and from Committees and to compile a budget report and written recommendations plus written recommendations as to contingencies, reserves (including any proposals for earmarked reserves) and the precept for submission to the Full Council budget-setting meeting.

On request, to receive reports and/or presentations as to project planning and expenditure from the Responsible Financial Officer and from Committees, to scrutinise expenditure and expenditure proposals, and to make recommendations (to be minuted) to the Responsible Financial Officer and to the Committees.

To consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

¹ Where an application for an overspend is not approved by the Finance Committee, a Committee may make an application directly to the Full Council. Where an urgent decision is required, it may be necessary for applications for overspends to be made directly to the Full Council, which meets more frequently.