

TERMS OF REFERENCE – CAPITAL STRATEGY WORKING GROUP

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

1. NAME & PURPOSE

- 1.1 This Working Group shall be called, “Capital Strategy Working Group” (The Group).
- 1.2 The Group is established to formulate, review, and advise on the capital strategy of Thornbury Town Council. The primary aim is to ensure effective management and allocation of financial resources for asset development, facilities improvement, acquisition, disposal and other capital projects within the town.

2. COMPOSITION

- 2.1 The working group shall be open to all councillors.
- 2.2 There shall be a maximum of 8 standing councillor members. Other councillors may attend by invitation.

3. CHAIR

- 3.1 The position of Group Lead will be held by a councillor and will be chosen by the Group. The position shall be reviewed annually following the Annual Meeting of the Full Council.
- 3.2 In the absence of the Group Lead a vote of committee members will appoint a Group Lead for that meeting.
- 3.3 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council, including submitting items for the agenda to the Chief Executive in line with Standing Orders.

4. QUORUM

- 4.1 Although not a delegated (decision making) committee a quorum shall apply of 4 councillors.

5. CONDUCT OF THE MEETING

- 5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.
- 5.2 The Group shall convene regularly, at least quarterly, or more frequently as deemed necessary by majority agreement of the members.
- 5.3 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting but to ensure good practice and to keep other members informed the Chief Executive will issue an agenda and minutes.

- 5.4 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.
- 5.5 Members of the Group shall adhere to strict confidentiality regarding sensitive information discussed during meetings.
- 5.6 Members shall conduct themselves with professionalism, integrity, and impartiality, ensuring decisions are made in the best interest of Thornbury Town Council and its residents whilst adhering to Code of Conduct.
- 5.7 Any communications to be shared by the Group must go through the usual Town Council channels, via the Chief Executive, and must comply with the Town Council communications and social media policies.
- 5.8 In carrying out the objectives below, the Group should give due regard to the Town Council's areas of operation, Strategy, Aims & Objectives and Annual Plan

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To formulate strategies for the allocation, prioritisation, and funding of capital projects.
- 6.2 To assess current and future financial resources available for capital projects.
- 6.3 To provide recommendations on financing options, including borrowing, grants, and other revenue sources.
- 6.4 To liaise with relevant stakeholders, including council members, staff, residents, and external agencies, to gather input and ensure alignment with community needs and expectations.
- 6.5 To ensure transparency and accountability in decision-making related to capital expenditures.
- 6.6 To refer viable projects to Full Council for progression, implementation, monitoring and review.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Group does not possess delegated authority and therefore does not have the power to make decisions or representation on behalf of the Town Council.
- 7.2 The Group shall report its findings, recommendations and progress to the Town Council.
- 7.3 Reports shall include an overview of capital projects, financial analysis, proposed strategies, and any other relevant information necessary for informed decision-making.

8. HEALTH AND SAFETY

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Group's remit.

9. ENVIRONMENT

- 9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Group and in reaching all decisions.

10. EQUALITY AND DIVERSITY

10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Working Group.

11. FURTHER INFORMATION

11.1 The Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.

11.2 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.