

Bangor City Council

Terms of Reference



Adopted by the Council on 28th June 2021

Governance, Staffing and Finance Committee: Terms of Reference and Scheme of Delegated Powers.¹

1. Committee Objectives

1.1 The Governance, Staffing and Finance Committee is responsible for overseeing the City Council's governance, staffing and financial matters. It is an executive committee, with powers to make decisions. The Committee oversees the Council's financial arrangements; monitors the Council's financial resources and expenditure; annual budgets and final accounts. The Committee also oversees the Council's internal governance structure; staff development and appointments; disciplinary and remuneration. The Committee works alongside the Assets, Resources and Projects Committee on activities and events.

2. Constitution & Membership

2.1 The composition, membership and terms of reference for the Committee shall be determined by Full Council.

2.2 The Committee shall comprise of ten members of the City Council (of whom three shall constitute a quorum), and the City Director acting as the City Council's Responsible Financial Officer. The Committee will include at least one member from every ward. In addition an ex officio position shall be made available to the Mayor holding no voting rights. Other members of the Council i.e. members of the Assets, Resources and Projects Committee may attend Committee meetings and speak on particular agenda items, but will have no voting rights. Should any member leave the Committee for any reason then the Committee may nominate another member and have this confirmed at Full Council.

2.3 The Chair and Deputy Chair shall be nominated at the first meeting of the Committee, following the Council's Annual Meeting in May. In keeping with Bangor City Council Standing Order 9 if, in the event of a tie in the course of electing that Chair and Deputy Chair (when an equal number of votes is cast for each nominee) the situation shall be resolved through the drawing of lots. Committee members, Chair and Deputy Chair are confirmed at Full Council.

2.4 The Chair and Deputy Chair shall remain in post for twelve months, until the first Committee meeting of the next municipal year, when the Committee will elect or re-elect a Chair and Deputy Chair for that year. Both Chair and Deputy Chair can fulfil these roles for a maximum of two years.

¹ This document should be read in conjunction with Bangor City Council Standing Orders:

[Bangor City Council - Cyngor Dinas Bangor - Policies & Regulations \(gov.wales\)](https://www.gov.wales/bangor-city-council-cyngor-dinas-bangor-policies-regulations)

2.5 The City Director, acting as the City Council's Responsible Financial Officer shall act as Secretary to the Committee.

3. Meetings

3.1 Meetings shall be organised in line with the City Council's annual meeting schedule, which shall be published on the Council's website. It will be up to the committee to determine if and when in the interim it may require the establishment of working groups, sub-committees or additional meetings to discuss specific issues.

3.2 Committee meetings will, at the discretion of the Committee and City Director, be held either remotely or in Council chambers. Notification of the location of the meeting will be notified to members with the agenda and published in keeping with City Council procedures.

4. Conduct

4.1 The conduct of members inside and outside of meetings, meeting procedures and voting rights shall be in keeping with Council meetings as governed by Bangor City Council's Standing Orders and Standard of Conduct².

5. Voting Protocols and Quorum

5.1 All decisions shall be carried by a majority of votes of the members present at a meeting.

5.2 In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

5.3 Voting on any resolution or business shall normally be by show of hands. In unusual situations, as deemed by the Chair or the majority of the members, a secret ballot can be held (in line with Standing Order Point 47).

5.4 No business shall be transacted at a meeting of the Committee unless at least three members are present.

6. Minutes

6.1 The names of the members present at a meeting shall be recorded in the minutes.

6.2 Minutes of the proceedings of meetings shall be prepared by the Secretary, entered in a record to be kept for that purpose and submitted for approval as to their accuracy to the next meeting. The minutes, as approved, shall be agreed by the Chair of the meeting to which they are submitted, and, if so signed, shall be taken as conclusive evidence of the facts therein stated.

² [Standard-of-Conduct.pdf \(gov.wales\)](#)

6.3 The Committee may appoint one or more sub-Committees comprising members of the Committee and persons who are not members thereof, but the latter shall not be permitted voting rights thereon and shall not be elected to preside thereat.

7. Terms of reference

The Committee may:

7.1 Review and update Financial Regulations that govern the performance of the Council and ensure that they are observed by the Full Council.

7.2 To consider all matters of financial strategy and policy pertaining to Bangor City Council and make suitable recommendations, including precept requirements.

7.3 Monitor financial performance against approved budgets and make recommendations where action is necessary.

7.4 Monitor purchase decisions to ensure that the Council is obtaining value for money.

7.5 Review internal and external audit reports and arrange to implement any approved recommendations.

7.6 To monitor and review the pursuance of all possible and relevant sources of external funding.

7.7 To consider the financial forecasts and annual budgets and recommend them for approval by Full Council.

7.8 To consider and advise Full Council on the financial implications and any significant financial risks and other risks associated with new proposals and ventures relating to Bangor City Council.

7.9 Evaluate proposals for capital investment and make recommendations to Full Council.

7.10 Continuously monitor all aspects of the City Council's grant programmes and advise Full Council of any recommendations.

7.11 To examine all grant applications over the value of £500 and present written reports to Full Council, provided all submission terms and conditions have been met by the applicant. In the event of incomplete submissions, it shall be the Finance Committee's task to contact the applicant in question and request further information/relevant documentation.

7.12 To consider the City Council's financial statements and accounting policies and recommend them to Full Council for approval.

7.13 To carry out such additional duties as may be delegated by Full Council including the power to review specific issues and make necessary recommendations.

7.14 Develop, maintain and monitor the policy on both reserves and ring-fenced funds.

7.15 Approve invoices for payment up to £40,000.

7.16 Review all Governance and Council Policy documents at least annually, especially Standing Orders.

7.17 To review and update the Council's employment policies including (but not limited to): Terms of Employment; Disciplinary Procedure; Grievance Procedure; Complaints Procedure; Equal Opportunities Policy etc.

7.18 To oversee, in conjunction with the City Director, all aspects of the employment of City Council staff, including recruitment, continued professional development, annual performance assessments and the implementation of the Council's employment procedures.

7.19 To undertake a regular assessment of the City Director.

7.20 To implement any Governance changes as recommended by the Welsh Government.