

# Causeway Coast & Glens Borough Council

To: Finance Committee

Date: 28 Nov 2019

## Finance Committee – Terms of Reference

### For Information

<b>Linkage to Corporate Plan</b>	
<b>Strategic Priority</b>	Transition and Transformation
<b>Objective</b>	Successful implementation of the convergence plan
<b>Lead Officer</b>	Chief Executive
<b>Cost:</b> (If applicable)	Associated staff work to arrange and service the committee meetings.

### 1.1 Background

Causeway Coast and Glens Borough Council adopted the traditional committee system as its preferred form of governance and, at its Special Council Meeting in September 2019, decided to form a Finance Committee. This report sets out the Terms of Reference for that Committee.

### 1.2 Scope

The Finance Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Finance function within Council. This will include:

- Leading on the annual Rates Estimate setting process;
- Monthly review of the management accounts; to include a summary by service area of income and expenditure, with commentary of positive or negative outcome on their budgets;
- Setting key finance targets and monitoring their delivery, including efficiency and income generation;
- All capital and resource expenditure to be reviewed by the committee before going to full council;
- To revise and manage the limits of authority on Officer spend;
- To investigate, review and set targets for efficiencies and income for each department.
- To implement and review a 3 year rolling budget/forecast

- Lead on capital asset realisation;
- Recommend the annual limit of capital expenditure and reviewing debt/ borrowing on a quarterly basis;
- Oversight of Council's treasury management;
- Seek external expertise as required;
- The future development of the organisational structure for the Finance Service;
- Approving and overseeing the delivery of any relevant service strategies for the Finance Service;
- Approving relevant policies and procedures for the Finance Service;
- Monitoring and reviewing business and service delivery plans for the Finance Service;
- Approving the establishment of external partnerships where considered relevant to the Finance Service, including procurement of advice, review and investigation of Council finances, recommending efficiencies where appropriate;
- Approving and monitoring the implementation of any capital projects by the Finance Service, including related ICT systems;
- Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Finance Service;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations;
- To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council;
- To consider the external auditor's report to those charged with governance on finance issues arising from the audit of accounts;
- Require the attendance of any officers as required;
- Receive a rolling programme of finance related presentations from all service areas.

### **1.3 Membership**

The Committee is comprised of the sixteen Elected Members appointed to the Committee using the quota greatest remainder formula. The Committee may also when required invite an external independent member to attend. The independent member will have no voting rights.

### **1.4 Chair**

The Committee will be chaired according to the D'Hondt formula for positions of responsibility. In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

## **1.5 Meetings**

Meetings of the Committee will be held on 2<sup>nd</sup> Thursday of each month.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

## **1.6 Communication and Reporting**

The Minutes of the Committee will be noted and confirmed at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee. The terms of reference will be reviewed on an annual basis.

## **1.7 Review of Terms of Reference**

The Terms of Reference are to be reviewed after 4 months.

## **Recommendation**

**It is recommended** that the Finance Committee note the Terms of Reference as set out in this report.