

APPENDIX 1

Terms of Reference

Bath and North East Somerset Council

Capital Strategy Group (CSG)

1 Purpose

To govern the Council's capital programme providing advice and assurance to the Strategic Leadership Team and Cabinet on the budget setting, scheme approval, management and delivery of the Council approved capital programme.

These terms of reference set out the membership, remit, responsibilities and reporting arrangements of CSG and shall have effect as if incorporated into Bath & North East Somerset Council's Scheme of Delegations.

The group is authorised by Bath & North East Somerset Council to act within its terms of reference. All stakeholders internal and external engaged on capital schemes and relevant officers of Bath & North East Somerset Council are directed to co-operate with any request made by CSG.

2 Membership

2.1 Core Membership

The core membership of the CSG (the "core membership") shall consist of:

- 2.1.1 Director of Finance (S151 Officer) (Chair)
- 2.1.2 Director of Environment
- 2.1.3 Director of Economy and Growth
- 2.1.4 Director of Partnerships and Corporate Services
- 2.1.5 Programme Director, Bath Enterprise Zone
- 2.1.6 Head of Corporate Finance (Deputy S151)
- 2.1.7 Finance Manager Capital Projects
- 2.1.8 Head of Procurement

2.2 Non-Core membership

Due to the cross-Council nature of the capital programme, CSG will require additional members to join to ensure key stakeholders are present for presenting Capital items for decisions that have not been previously discussed or supported in the Strategy Group.

3 Quorum

3.1 A quorum shall be:

Section 151 Officer or Deputy S151, two service Directors or Deputy.

All Capital approvals and registered decisions will need to be in consultation with the relevant Cabinet portfolio holder and the Cabinet Member for Resources and Deputy Leader.

4 Frequency of meetings

- 4.1 Meetings shall be held weekly whilst the Council is managing its Capital review and financial recovery.

The Head of Business Support / PMO will be responsible for ensuring that agreeing agendas, minutes taking, PID reports and any other paperwork required for the group will be supported. Papers will be circulated at least three working days prior to each meeting. Minutes shall be supplied to the Leader and Deputy Leader for information.

5 Remit and responsibilities of the Group

The Capital Strategy Group's prime purpose is providing oversight and assurance that the Capital Programme operates within its financial limits and schemes are managed within scope to help enable the delivery of the Capital Programme in line with Cabinet and Council expectation.

The Capital Programme will be delivered under a single programme management process for the Council to provide an assurance framework for the implementation of approved schemes. The Group will review and advise programme entry and assess the robustness of projects at key milestones within their implementation from scheme entry through to handover and evaluation of the outcomes.

5.1 Responsibilities

The Group's initial responsibilities are:

- 5.1.1 Oversee the review of the Capital programme through to conclusion; specifically agreeing the officer recommendations for capital schemes, ensuring members are engaged to agree the officer recommendations.
- 5.1.2 Commission capital programmes and projects based on the financial, corporate and political priorities of the Council.
- 5.1.3 Review and approve capital PIDs; in particular, ensure PIDs requiring approval are aligned to the corporate and political priorities of the Council.
- 5.1.4 Act as the gateway for emerging capital schemes and grant / funding bids to ensure that resources are committed effectively on schemes supporting by the group and resource is not wasted on schemes not supported by the group.
- 5.1.5 Receive overall capital programme RAG highlight report to give assurance on programme delivery.
- 5.1.6 Resolving strategic and directional issues escalated by capital scheme owners and responsible Directors.
- 5.1.7 Ensure all opportunities for efficiencies are aligned to current strategic objectives across the capital programme, including realignment of Council resources to support a single corporately managed capital programme.
- 5.1.8 Oversee the review and centralisation of capital financing budgets across the Council through to completion.

5.1.9 Ensure that the correct level of organisational support is guaranteed to help direct resources to priority areas.

5.1.10 To advise the Deputy Leader and Cabinet Member for Resources on current and future capital programme delivery and strategy.

6 Governance

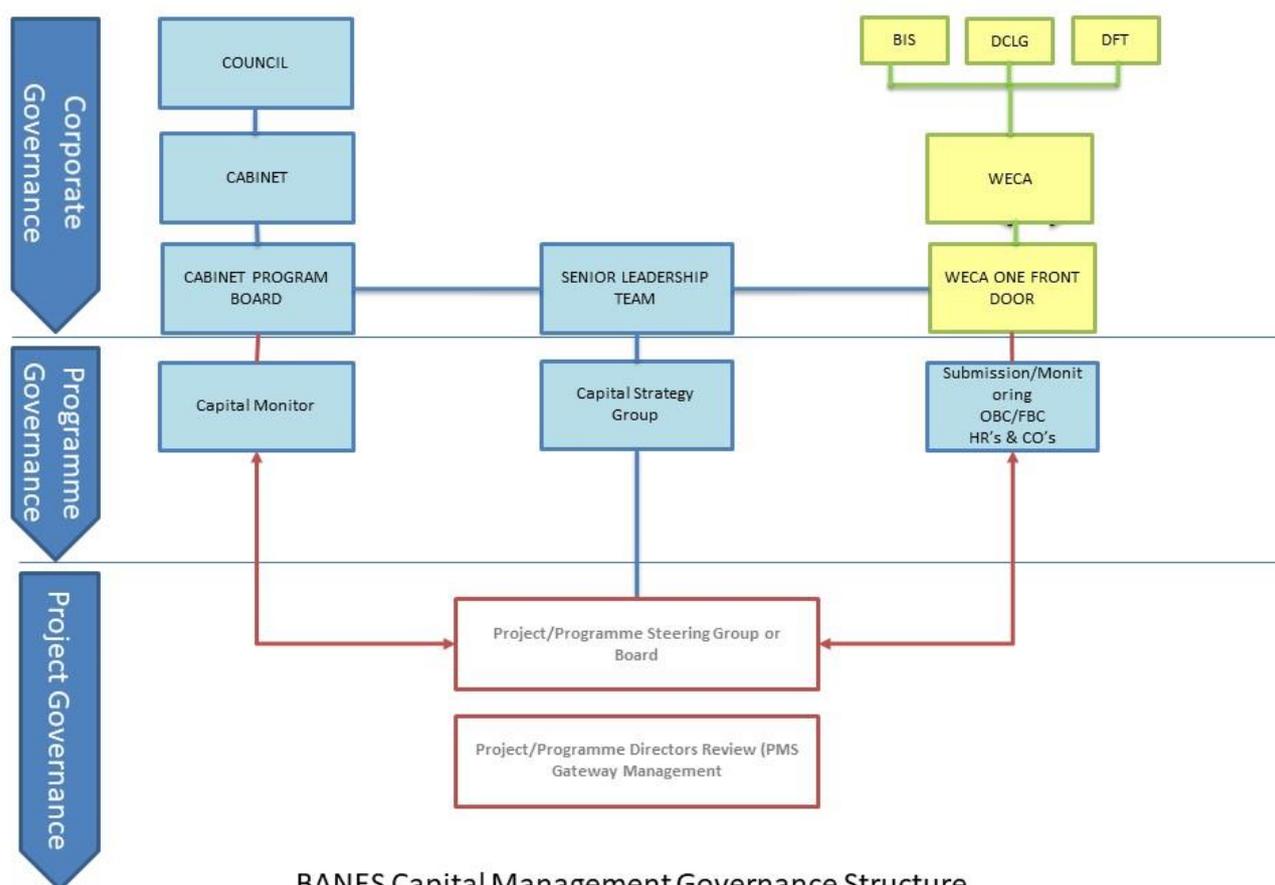
Accountability & relationship with the governance structure

Capital Strategy Group is not part of the formal decision-making process of the Council. However, it has an important advisory role and will be expected to make recommendations to the Council.

The management of the Capital Programme is an Executive function and the extent to which decisions relating to proceeding may be delegated is a matter for the Cabinet to decide.

The Council, or Council Leader, may decide to delegate certain capital expenditure related functions to the Cabinet Member for Resources and Deputy Leader or the Cabinet Member for Housing, Planning & Economic Development who in turn may decide the extent to which those functions may be exercised on their behalf.

CSG will interface with the Corporate structure and reporting as set out in the Governance structure



BANES Capital Management Governance Structure