

Arts Council of Wales

Terms of Reference

Capital Sub-Committee

July 2024



Terms of Reference



Council's work is initiated, managed and monitored by Council itself and a series of Committees to which Council delegates certain powers. Committees are subordinate to Council within the Governance structure. Other than those areas where Council has delegated defined tasks and/or authority to act, Committees have an advisory role. They report to Council on the performance of those activities that fall within the remit of each Committee. Committees will also bring to Council's attention any issues of concern, or areas for improvement.

There are three Committees and one Sub-Committee with delegated powers. The three Committees are: Audit and Risk Assurance Committee, HR and Remuneration Committee and Welsh Language, Culture and Equalities Committee. This latter Committee incorporates the roles of the previous Future Generations, Strategic Equality and Welsh Language Committees ensuring a fully integrated approach and cohesive consideration of each of these areas into the development and progress of all areas of our work.

The Council's Capital Sub-Committee also has delegated powers to make decisions on capital grants within its delegated authority. The Sub-Committee makes recommendations directly to Council on grant applications over its delegated authority. This Sub-Committee reports its advice and, where appropriate, its decisions, to the Council's Welsh Language, Culture and Equalities Committee. This supports the inclusion of its work in the development of relevant policy and processes across the Council's wider work, including the development of grant programmes.

One Group – Health and Safety Group - also reports to Council through its minutes and Annual Report presented to Council by the Group's Chair, the Director of Finance and Business Services.

The specific remit of this Sub-Committee is set out below.

The Terms of Reference for this Sub-Committee are reviewed and approved by Council on an annual basis. This document was reviewed and approved by Council in July 2024.

Role of the Sub-Committee:

1. Through its reporting to the Welsh Language, Culture and Equalities Committee, to advise the Council in the development of Arts Council policy on all aspects of capital development including funding priorities and schemes.
2. To recommend capital grants to Council.
3. To monitor our identified responsibilities for key projects, including those we may contribute to
4. To take decisions within delegated authority as determined by Council

5. To monitor live projects and advise Council, through its reporting to the Welsh Language, Culture and Equalities Committee, accordingly.

Chair: Council Member

Appointed by: Council

Members: Maximum of 7

In the event of a vacancy arising mid-term, or remaining after an open advert, members may be co-opted for the remainder of the term, until the next round of recruitment.

Quorum : 50% or 3 members at any one time during the meeting, one of which must be a member of Council, whichever is the greater

Appointed by: Council.

Accountability: The Sub-Committee is bound by the Council's ethical code as outlined in the Code of Best Practice. Members are required to complete an annually declaration of interest form, and to provide updates in the event of a change in a member's circumstances. Members are also required to declare any interests at each meeting.

In the event of a conflict of interest arising the Chair will request the member leave the meeting for the period of the ensuing discussion and decision. The meeting must however still remain quorate for a decision to be made.

Meetings: Up to six times a year. Dates are to be set in advance for each year.

Papers: Papers will be circulated to Committee members one week before the meeting.

Grants: The Sub-Committee takes decisions on grants up to £250,000
It recommends to Council capital grant decisions over £250,000.

Reporting: The Sub-Committee will report to the Welsh Language, Culture and Equalities Committee and the Sub-Committee's Chair will attend these

meetings throughout the year. The Sub-Committee will provide an update covering the work carried out by the Sub-Committee during the past year for inclusion in the Welsh Language, Culture and Equalities Committee annual report to Council. The Sub-Committee is advised mainly by officers of the Investment and Funding Services Team, within the Corporate Services Directorate, whose reports include advice from officers of other Arts Council teams. It can make recommendations to any Arts Council Committee or to Council.

Minutes & records:

Minutes are supplied to the next meeting of Council. All papers and subsequent minutes are filed in the Capital Sub-Committee folder within the Council's electronic data and records management system.

Updated:

This document is reviewed for accuracy on an annual basis and this version was approved by Council in July 2024.