

Arts Council of Wales

Terms of Reference

Capital Committee

July 2023

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## 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 six Committees with delegated powers. They are: Audit & Risk Assurance Committee, HR and Remuneration Committee, Capital Committee, Strategic Equality Committee, Welsh Language Committee and Future Generations Committee. One Advisory Committee -Wales Venice Advisory Committee and one Group – Health and Safety Group, also report to Council.

The specific remit of this Committee is set out below.

The Terms of Reference for Capital Committee are reviewed and approved by Council on an annual basis. This document was reviewed and approved by Council in July 2023.

### Role of the Committee:

1. 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 accordingly.

**Chair:** Council Member

**Appointed by:** Council

**Members:** Maximum of 7

Name	Capacity	Membership from	Membership to
Victoria Provis	Chair Council Member	Nov 2022 April 2019	March 2025
Tafsila Khan	Council Member	May 2021	March 2024
Jayne Woods	Independent Member	October 2021	September 2024
Michael Gwyther-Jones	Independent Member	October 2021	September 2024
Ruth Cayford	Independent Member	February 2015	January 2024

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 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 Committee takes decisions on grants up to £250,000  
It recommends to Council capital grant decisions over £250,000.
- Reporting:** The Committee will report to Council once a year as a minimum and produce an annual report to Council covering the work carried out by the Committee during the past year. The 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 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 2023.