

ESSENTIAL REFERENCE PAPER 'E'

Financial Sustainability Committee

Remit

The Financial Sustainability Committee (in this Section 3 referred to as “the Committee”) may undertake the Council’s function to:

- (a) review and advise on initiatives to generate income for the Council
- (b) promote financial sustainability and stability by generating income
- (c) decide to invest on projects within the financial budget delegated to them

Membership and meeting arrangements

The Committee shall consist of 10 Members. It shall be appointed annually by the Council and shall be politically balanced. The Chairman will:

- (a) have full understanding of his or her procedural responsibilities, in accordance with the principles set out in paragraph 5.2 of Chapter 5 of the Constitution;
- (b) be responsible for Member-to-Member engagement.
- (c) lead on other Member-related duties including the appointment of Members of the Committee and non-voting co-optees to task and finish groups.

The Committee will meet in accordance with a schedule of ordinary meetings, although meetings may be cancelled due to lack of business. With the agreement of the Chairman (or Vice-Chairman in the absence of the Chairman) additional meetings of the Committee may also be called if necessary.

Delegation of functions

The Committee will consider:

a) progressing with one or more projects within the delegated capital budget. Each Project's budget shall need to include all foreseeable costs (for example Fees, Stamp Duty Land Tax and VAT).

b) the criteria for officers to search for investment opportunities. These criteria will be reviewed regularly and adjusted accordingly in line with the economic markets and risk profile that the Council wish to operate in.

c) decide on recommendation reports put forward by officers requesting authority to proceed with a project and allow for investment in due diligence.

d) the review of current project progress and to make further decision to proceed or stop projects should due diligence uncover any adverse effects on the business case.

e) business cases for financial investment in service areas for income generation. Reports will be brought to the committee before full Council for consideration and approval to proceed with the Committee's support and recommendation.

f) business cases for financial investment with a budget higher than the Committee's delegated budget threshold. Such reports will be brought for the Committee consideration and approval to progress with the Committee's support and recommendation.

g) establishing subcommittees to agree recommendations on specific projects where changes to a business case may occur due to changing variables.

Procedure at meetings

Any meetings of the Committee will require a quorum of more than one third of the membership (minimum of 4 members).

Meetings of the Committee will be conducted in accordance with the Council Procedure Rules where they apply to Committees. In particular Rules 5.5 – 9, 12.3 – 12.6, 15, 18 – 23 and 25 – 26 apply to meetings of committees and sub-committees.

Voting arrangements will be as set out at Rule 18, the most relevant provisions being summarised as follows:

Majority: any matter will be decided by a simple majority of those Members of the Committee voting and present in the room at the time the question was put;

Chairman's casting vote: if there are equal numbers of votes for an against, the Chairman will have a second or casting vote;

Show of hands: the Chairman will take the vote by show of hands asking Members to indicate whether they are for, against or abstain, unless a ballot or recorded vote is taken;

Ballot: the vote will take place by ballot if five Members present at the meeting demand it; the Chairman will announce the numerical result of the ballot immediately the result is known;

Recorded vote: if five Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

Meetings timetables

Meetings of the Committee will be programmed in each civic year. There will normally be six meetings of the Committee annually. In addition, extraordinary meetings may be called from time to time as and when required. Extraordinary meetings may be called by the Chairman of the Committee, or by any four members of the Committee.