

Arts Council of Wales

Terms of Reference

Capital Committee

July 2025

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 four Committees with delegated powers. The four Committees are: Audit and Risk Assurance Committee, Capital 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.

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 Committee is set out below.

The Terms of Reference for this Committee are reviewed and approved by Council on an annual basis. This document was reviewed and approved by Council in July 2025.

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.
6. The Committee will also work collaboratively with other areas of the organisation, including the Executive Leadership Team and specific task and project/programme groups, to identify and progress and related areas of work and increase advocacy and stakeholder engagement through publishing of achievements. The specific

task groups include strategic areas e.g. Welsh language, Equalities and Climate Justice.

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 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. It will provide an update covering the work carried out by the Committee during the past year in an annual report to Council. 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 2025.