



Danvm

Drainage Commissioners

FINANCE & POLICY COMMITTEE

TERMS OF REFERENCE

The Board has delegated authority to its Finance Committee to take certain decisions. These terms of reference explain what this Committee does and how it works.



Danvm

Drainage Commissioners

Finance & Policy Committee Terms of Reference

Prepared by Alison Briggs BSc(Hons), MSc, PIEMA
Administration Officer

Approved by the Danvm Drainage Commissioners 3 November 2017

Purpose

This document has been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

Carbon Footprint



A printed copy of the main text in this document will result in a carbon footprint of 247g if 100% post-consumer recycled paper is used and 315g if primary-source paper is used. These figures assume the report is printed in black and white on A4 paper and in duplex.



**Finance & Policy Committee
Terms of Reference**

Contents

1	Delegated authority from the board.....	4
2	Role of the Committee	4
3	Membership of Committee	6
4	Chairman of the committee	6
5	Voting Entitlement	6
6	Quorum	6
7	Number of meetings per year	7
8	Notice, Minutes and Meeting Reports	7
9	Venue for meetings	8
10	FINANCE & POLICY COMMITTEE REVIEW.....	8
11	Certification	8



Finance & Policy Committee Terms of Reference

1 DELEGATED AUTHORITY FROM THE BOARD

In accordance with the Board's Scheme of Delegation, the Board hereby delegates the following powers and authority to its Finance Committee:

- 1.1 To agree the Board Drainage Rate
- 1.2 To approve Board budget estimates
- 1.3 To approve the List of Payments
- 1.4 To agree upon proposed employee salary increases in accordance with the CEO's recommendations
- 1.5 To approve Engineering schemes with an appropriate cost/benefit ratio
- 1.6 To produce policies as required by the Board
- 1.7 To ensure Board owned land maximises its benefit to the Board
- 1.8 To take decisions on any related matter the Board may reasonably determine from time to time by resolution

2 ROLE OF THE COMMITTEE

The Finance & Policy Committee shall advise the Board on various matters. The Finance Committee shall:

- 2.1 Consider any issue in detail as determined from time to time by the Board and make recommendations to the Board accordingly.
- 2.2 Critically review the annual revenue and capital expenditure budgets, as prepared by the Finance Officer and make recommendations to the Board accordingly.
- 2.3 Monitor income and expenditure during the year to ensure that the Board operates within approved budgets, consider any requirements for the Board to approve any large and unplanned material deviation therefrom and make recommendations to the Board accordingly.
- 2.4 Seek to ensure that Internal controls and governance arrangements are effective and make recommendations to the Board accordingly.
- 2.5 Consider all significant/material financial issues in detail and make recommendations to the Board accordingly.
- 2.6 Annually review the Board's Final Accounts, including the Internal and External Audit Reports and the Governance Report, and make recommendations to the Board accordingly.
- 2.7 Periodically scrutinise all payments that have been made to suppliers, as authorised by the signatories in accordance with the Board's Financial Regulations and Bank Mandate and approved the list of payments.
- 2.8 Support the Board's Chairman and Chief Executive in their roles, as set out in the Division of Responsibilities document (Chairman and Chief Executive).
- 2.9 Make recommendations to the Board on settling claims for compensation that have been made against the Board



Finance & Policy Committee Terms of Reference

- 2.10 The Committee will specifically refer to the Board's WLM Policy, Flood Risk Management (FRM) Policy and any other relevant Policy or Statement approved by the Board, and will achieve Policy and Statement aims through the following objectives:
- 2.11 Review of Catchment Management
- 2.12 Review of Asset Management
- 2.13 Review of Emergency Response
- 2.14 Review of Pumping Station Maintenance
- 2.15 Review of Ordinary Watercourse Maintenance
- 2.16 Review of Main River Maintenance
- 2.17 Review of 3rd Party Maintenance
- 2.18 Review Drainage Advice for Riparian owners
- 2.19 Consideration of additional items as determined by the Board
- 2.20 Liaising with Risk Management Authorities



Finance & Policy Committee Terms of Reference

3 MEMBERSHIP OF COMMITTEE

The Finance & Policy Committee shall comprise 11 Members of the Board. The Committee will endeavour to ensure that Nominated Members will always have a majority over the Elected Members.

The Board shall elect and appoint from its membership of 11 a Chairman to serve the Committee for an initial period to 31 October 2019 and triennially thereafter.

All members of the Finance Committee shall be eligible for re-election at the end of the initial period or three-year term, provided they continue to be Members of the Board.

If a Member is unable to attend a meeting they can send a substitute in their place, providing the Board Finance Officer is notified at least 2 days prior to the meeting and the substitute has had sight of the meeting papers. The substitute must be an existing member of the Board.

If a member is absent from the Committee for 3 consecutive meetings, they shall, unless their absence is due to illness or some other reason approved by the Board, vacate their office at the end of the third meeting.

Any casual vacancy that arises among the Members of the Committee for whatever reason shall be filled by the Board as soon as practicable after the occurrence of the vacancy.

The Board can remove Members and Advisors serving on the Finance Committee and appoint new Members and Advisors at any time by resolution of the Board.

4 CHAIRMAN OF THE COMMITTEE

Members of the Finance & Policy Committee shall elect from their number a Chairman who shall hold office for an initial period until 31 October 2019 and triennially thereafter from 1 November.

The position of Chairman shall change every three years, unless otherwise agreed by the Committee.

If any casual vacancy occurs in the office of Chairman, the Committee shall as soon as it conveniently can after the occurrence of such a vacancy, choose someone of their number to fill such vacancy, and every such Chairman so elected would have been entitled to continue if such vacancy not have happened.

If the Chairman of the Committee is not present at a Committee meeting, the Members of the Committee shall elect someone of their number to Chair the meeting.

5 VOTING ENTITLEMENT

Each Member of the Finance Committee shall have one vote. In the event of an equal number of votes being cast the Chairman of the meeting shall have a second or casting vote, in accordance with the Board's Standing Orders. For the avoidance of doubt, Observers will not be entitled to vote.

A substitute attendee will have the power to vote

6 QUORUM

No business shall be transacted at any meeting of the Finance & Policy Committee unless at least 6 of the Members of the Committee are present. For the avoidance of doubt a Member is considered present if they participate in the meeting by telephone, teleconference or skype.



**Finance & Policy Committee
Terms of Reference**

7 NUMBER OF MEETINGS PER YEAR

The Members on the Committee shall meet at such dates and times as they decide (“Scheduled Meetings”) which will number 3 annually. Additional meetings can be convened by the Board, the Chief Executive or Finance Officer.

All Members attending meetings of the Finance Committee shall be recorded.

8 NOTICE, MINUTES AND MEETING REPORTS

A minimum of seven days notice shall be given to Members via email in advance of all Scheduled Meetings, which will also include an agenda, written minutes of the previous Committee meeting and whenever possible the relevant reports to be considered. The notice must clearly state where/how the meeting is to take place; be it at a physical location, by telephone conversation or teleconference, or through an exchange of email.



Finance & Policy Committee Terms of Reference

9 VENUE FOR MEETINGS

All meetings of the Finance Committee shall take place at Shire Group offices at Epsom House, Malton Way, Adwick le Street, Doncaster DN6 7FE unless otherwise determined by the Committee.

10 FINANCE & POLICY COMMITTEE REVIEW

Committee membership and its Terms of Reference shall be reviewed annually by the Board based upon relevance, performance, and attendance.

The Committee and these terms of reference are in substitution for any previous terms of reference or other arrangements relating to the Board's Finance Committee or the Board's Water Level Management Committee, which are deemed to be terminated with effect from 2 February 2018

11 CERTIFICATION

Danvm Drainage Commissioners has approved the terms of reference for this Committee on 3 November 2017

By Order of Danvm Drainage Commissioners

Certified by Mr I M Benn, Chief Executive.

2 February 2018