

## Thame Town Council Investment Working Group – Terms of Reference

<b>Year</b>	2025-26
<b>Purpose:</b>	The Investment Working Group exists to support the effective management and governance of the Council's investments. The Working Group's role is to provide oversight, strategic direction, and advice on investment activities to ensure they are prudent, secure, and support the financial sustainability of the Council in line with statutory guidance.
<b>Reports to:</b>	Corporate Governance Committee
<b>Membership</b>	Councillors: Paul Swan, Sue McGarry, Mike Dyer, Helena Richards, Paul Cowell,  Officers: RFO Town Clerk  The RFO will chair meetings and in their absence the working group will appoint a member at the start of the meeting.
<b>Quorum</b>	no less than 3 with one officer
<b>Frequency</b>	As necessary, not less than annually (any member of the working group can request a meeting is called).
<b>Meeting Duration</b>	2 Hours
<b>Delegated spending</b>	None
<b>Advisory Committees</b>	
<b>Approved by / on:</b>	Initial membership and formation of WG approved P&R 20/4/2021

### 1. Governance Framework

This Working Group operates according to:

- The **Local Government Act 2003**
- The **Statutory Guidance on Local Government Investments (MHCLG, 2018 or latest version)**
- The Council's adopted **Investment Policy**, and **Financial Regulations**
- The **CIPFA Prudential Code for Capital Finance in Local Authorities**
- **Governance and accountability for smaller authorities in England (Practitioners' Guide)**

## 2. Objectives

- To oversee the Council's investment portfolio and ensure proper stewardship of public funds.
- To develop and review the Council's Investment Policy.
- To ensure that investments are compliant with legislation and align with the Council's risk appetite.
- To monitor performance and ensure transparency in reporting.

## 3. Meetings

- Notes and action points arising from Working Group meetings shall be recorded (*by an agreed member of the working group*), circulated to members of the Working Group no later than **10 working days following each meeting** and presented to the next meeting of the Corporate Governance Committee.

## 4. Roles and Responsibilities

The Working Group shall:

### a) Policy

- Review the Council's Investment Policy Annually and make recommendations to *Corporate Governance Committee or Full Council*.
- Ensure that investment decisions are consistent with the Council's policies and financial plans.
- Promote ethical, environmental, and socially responsible investing, where practical.

### b) Oversight

- Review the performance of the Council's investments and fund managers.
- Oversee the process for appointing the Council's investment and fund managers in line with the Investment Policy.
- Monitor compliance with the Investment Policy and statutory requirements.
- Review the Council's exposure to financial risk and suggest mitigations.

### c) Advisory

- Evaluate new investment opportunities and provide recommendations to Full Council/Corporate Governance Committee.
- Advise on matters related to long-term asset planning, property investments, and cash flow management.

### d) Reporting

- Submit regular monitoring reports to Full Council/Corporate Governance Committee, including:
  - Investment performance

- Risk assessments
- Any breaches of the Investment Policy

## 5. Interests

- Any interest (personal, pecuniary, or non-pecuniary) in investment matters must be declared at the start of each meeting.
- Members with a disclosable interest shall not participate in related discussions or decisions.

## 6. Training and Support

- Members will receive appropriate induction and ongoing training on investment governance, treasury management, and risk management as required by the Council and statutory guidelines.

## 7. Review of Terms

- These Terms of Reference shall be reviewed **annually** by the Working Group and approved by Full Council/Corporate Governance
- Amendments may be proposed at any time but require approval by Corporate Governance.

### Notes for all Working Groups:

- Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.
- Working Groups are allowed use of Town Council meeting rooms (subject to no paid bookings), administration resources, video conferencing facilities, and officer time as required.
- Secretarial support (agendas, meeting notes, circulation of information) is provided by an Officer or member of the working group.
- Any funding authorisation is to be sought from the parent Committee or Full Council as necessary.
- Decisions to be agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary.
- Other members may be invited to attend specific meetings as appropriate.
- If any member is unable to attend a meeting, they can nominate a substitute for their area of representation.
- Working Groups will determine methods of work (e.g. consultations, press releases, surveys, progress reports, letters etc), communication and meeting, both formally and informally.