

Portfolio Governance – Terms of Reference Template

<p>Portfolio</p> <p><i>Insert the name of the Committee / portfolio body</i></p>	<p>AGMA Statutory Functions Committee</p>
<p>Function/Purpose</p> <p><i>Include here where functions have been given to the Committee through Government legislation, or where a joint purpose has been agreed.</i></p>	<p>The AGMA Statutory Functions Committee (SFC) is a sub-committee of the Association of Greater Manchester Authorities (AGMA) Executive Board which discharges various functions in accordance with section 48 of the Local Government Act 1985 and the AGMA Constitution.</p> <p>The areas covered by the SFC are:</p> <ul style="list-style-type: none"> • GM County Records • GM Disaster Relief Fund (Annual Report for noting)
<p>Delegations</p> <p><i>Include here where delegations have been given through legislation or directly by the GMCA or GM Mayor.</i></p>	<p>The AGMA Statutory Functions Committee (SFC) is a sub-committee of the Association of Greater Manchester Authorities (AGMA) Executive Board which discharges various functions in accordance with section 48 of the Local Government Act 1985 and the AGMA Constitution.</p>

<p>Accountability</p> <p><i>Include here how the committee or portfolio body is made up, to where it directly reports etc.</i></p>	<p>AGMA Executive Board</p>
<p>Statutory/Decision Making/Informal</p> <p><i>Include here whether the committee or portfolio body is statutory i.e. legally required.</i></p>	<p>Statutory</p>
<p>Membership</p> <p><i>Detail here the membership of the committee or portfolio body, the required number of (and type of) members i.e. those who are elected members. In listing officers, ensure that these are</i></p>	<p>The Committee has one Member representative from each of the ten constituent Local Authorities. These representatives are nominated by each individual Authority and appointed by AGMA.</p> <p>GMCA Portfolio Holder for Culture (Chair)</p> <p>Chief Executive Portfolio Holder for Culture</p> <p>Can have nominated substitutes who can vote</p>

<p><i>referenced by job title/organisation.</i></p>	
<p>Appointment of Chair (and Vice Chair)</p> <p><i>Explain how the Chair is appointed and whether there is a legal requirement to appoint a certain person to Chair, also whether there is a designated length of term.</i></p>	<p>The Chair is the GMCA Holder for Culture and the Vice-Chair is appointed by the Committee at the Annual Meeting for 12 months.</p>
<p>Quoracy</p> <p><i>Detail how many members of the Committee or portfolio body are required to be present before a meeting can take place, and whether there are any specifications as to the breakdown of these members.</i></p>	<p>Two thirds of participating parities for any particular function that is under discussion.</p>

<p>Voting</p> <p><i>Set out here how a vote will be taken, if there is a majority vote, any casting vote etc.</i></p>	<p>Each Member has one vote.</p>
<p>Meeting arrangements</p> <p><i>Detail here the current meeting arrangements, i.e. frequency, location etc</i></p>	<p>The Committee will meet at least twice a year in person with additional meeting as required.</p> <p>The Chair of the SFC can call an Emergency Sub Committee meeting (consisting of the Chair, Vice Chair and one other minority Member) if any urgent decision is required.</p> <p>Any decisions made by the Emergency Sub Committee will then be brought back to the next full Committee meeting.</p>
<p>Lead contact</p> <p><i>Include here who is the main point of contact for the Committee / portfolio body</i></p>	

Date TOR were approved <i>Detail the date that these terms of reference were approved</i>	2.10.23
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