



TERMS OF REFERENCE and DELEGATION: FINANCE AND POLICY COMMITTEE

Adopted by Council 26th June 2017

Minimum of 6 Members of Council (consisting of Mayor, Deputy Mayor, chairmen of Leisure Services Committee, Community Services Committee. Development and Planning Committee and the immediate past Mayor.

Quorum = 3

Function of the Council Column 1	Delegation of Function Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	• Committee
2 Strategy and Policy 2.1 To advise the Town Council in formulating its objectives and priorities and in establishing programmes. To recommend such steps as are necessary to achieve objectives. 2.2 To overview all policies of the Council and recommend changes or additional policies. 2.3 To advise the Council on the development and review of governance documents	• Committee • Committee • Committee
3 Performance & Business Management 3.1 Without detracting from the duties and responsibilities of other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service. 3.2 To be responsible for monitoring the performance of the Council. 3.3 To monitor the progress of the Capital Programme. 3.4 Approval of Corporate Business Plan	• Committee to make recommendations to Council and advise other committees. Operational Management to Town Council Manager • Committee to overview Operational Management to Town Council Manager • Committee Town Council Manager to determine underlying Action & Project Plans • Committee
4 Quality & Integrated Management System 4.1 To promote efficiency, value for money and an integrated approach to management 4.2 To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes 4.3 To promote customer care and equality in service delivery and access.	• Strategic overview to Committee Operational management & approval of operational procedures to Town Council Manager • Strategic overview to Committee Operational management to Town Council Manager Committee for approval of Business and Financial risk assessments. • Strategic overview to Committee Operational management to Town Council Manager

5 Resources 5.1 To oversee and direct the use of financial and technological resources of the Council.	• Committee for strategic overview Operational Management to Responsible Financial Officer (RFO), & other officers in accordance with Financial Regulations. Strategic advice by Town Council Manager
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6 Finance Under the direction of the Council: 6.1 To be responsible for the overall management and control of the finances of the Council. 6.2 To monitor the Council's capital and revenue budgets. 6.3 Approval of variation, overspend, and virement in accordance with Financial regulations 6.4 To make recommendations to the Council on Budget & Precept requirements, having considered proposals by other committees. 6.5 To monitor the level of Council income/expenditure compared with approved Estimates 6.6 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue, or situations where proposed expenditure or identified income reduction is not contained in Budget. 6.7 To advise Council on borrowing policy, investment & treasury management 6.8 The policy management of the Council's financial resources- in particular capital funds, repairs and renewals fund. To regularly monitor the performance of all funds invested. 6.9 To determine policy and supervise the Council's insurance arrangements. 6.10 To supervise the Council's banking arrangements. 6.11 To be responsible for all matters related to the full range of financial and accountancy functions. 6.12 Approval of all fees and charges 6.13 To control the collection of revenues, consider reports on outstanding debts due to the Council and to undertake recovery To recommend to Council the writing off of irrecoverable amounts. 6.14 To issue orders for work, goods & services. 6.15 To approve all security arrangements of the Council in respect of computers and financial issues. 6.16 To authorise investments and debt repayment in accordance with the Council's Policy 6.17 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budget. 6.18 To review the Financial Regulations annually and to advise Council on the regulation and control of the Council's finances	- Committee for strategic overview RFO & Town Council Manager in accordance with Financial Regulations and for operational management - Committee/ RFO in accordance with Financial Regulations. - Committee, Town Council Manager & RFO in accordance with Financial Regulations - Committee Town Council Manager/RFO to prepare draft Budget & Budget Report - Committee, but to keep Council informed - Committee - Committee with advice from RFO and accountant. - Committee, Town Council Manager/RFO - Town Council Manager for renewal & operational matters and minor changes in cover. Committee for tendering & significant changes of cover raising premium by more than 15%. - RFO ☐ Authorised signatories to authorise Mandate Tenders to be at discretion of committee, but change of bank to be ratified by Council. - Strategic overview to Committee Operational management to RFO/Proper Officer.. - Committee following advice from appropriate committees - Committee in accordance with Financial regulations - Committee/Town Council Manager/ RFO in accordance with Financial Regulations Other officers as approved Budget holders if set out at the end of this Terms of Reference. Exemption from Financial Regulations reserved to Council. - Committee/Town Council Manager in accordance with Financial Regulations - Committee - Committee/Town Council Manager in accordance with Financial Regulations - Committee
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7 Grant Scheme 7.1 To administer the Council's Grant Scheme in accordance with Policy. 7.2 To approve grants up to £5000 and to recommend to Council grants in excess of this 7.3 Any Venue fee concessions in accordance within Policy 7.4 To advise Council on the formulation and amendment of its Grants Policy	• Committee for Strategic Overview Operational Management to Town Council Manager • Committee • Town Council Manager in consultation with Chairman & Vice Chairman of Committee • Committee
8 Information Technology Services 8.1 To oversee the use of information and other technology in support of the Council's business and service commitments.	• Operational Management to Town Council Manager Strategic Overview to Committee & Contracts within approved budget.
9 Procurement 9.1 To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	• Committee for strategic overview Town Council Manager for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
10 Communications / Public Relations and Marketing 10.1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy 10.2 To promote the public face of the Council through the management of public and media relations. 10.3 To promote implementation of the Council's policies in respect of corporate marketing and communication. 10.4 To advise Council on adoption of a publicity Code and Information & Data Protection Policy. 10.5 To approve the content of the Annual Report and other publicity material relating to policies, responsibilities and outcomes of the Council	• Strategic overview to Committee. Delegated authority within policy and budget Operational management to Town Council Manager • Strategic overview to Committee Operational management to Town Council Manager • Strategic overview to Committee Operational management to Town Council Manager • Strategic overview to Committee Operational management to Town Council Manager • Committee Town Council Manager for routine press releases and literature
11 Audit 11.1 To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference. 11.2 To receive, approve and action interim audit reports. 11.3 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and	• Committee Town Council Manager to support with operating procedures • Council to receive external & internal audit reports and respond to recommendations. Committee to advise and determine response to interim internal audit Proper Officer/RFO to advise on response with advice from accountant as appropriate. • Strategic overview to Committee

Transparency.	Policies reserved to Council Operational management to Town Council Manager
12 Emergency Planning	
12.1 To recommend a Town Emergency Plan to Council and lead in its implementation.	• Committee Operational management to Town Council Manager

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return.

Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.