



ANDOVER TOWN COUNCIL POLICY & RESOURCES COMMITTEE

TERMS OF REFERENCE

Structure and Quorum:

The Committee will comprise of up to 9 Elected Members, and shall appoint a Chairman and Vice-Chairman annually.

The quorum of the Committee shall be Three (3)

Responsibility:

1. To address, formulate policy for consideration by Council; to be responsible for monitoring the Council's financial budget and other assets as delegated by Council;
2. To secure the good governance of the Council's affairs (in accordance with the [Practitioners' Guide](#) and Financial Regulations), including the management of staffing and appointments.
3. To develop, monitor and / or review the following and make recommendations to full Council as per Standing Orders:

Policy & Procedures

4. To identify key policy issues facing the Council and to review the [Scheme of Delegation](#) for recommendation to Full Council..
5. To make recommendations to Council on changes and to review [Standing Orders](#) and [Financial Regulations](#)
6. To ensure the Council is adequately resourced to carry out its [Business Plan](#), Duties; and Committee projects..
7. To review the Council's [Risk Management Scheme](#) and [Financial Risk Assessment](#) and recommend to Council accordingly
8. To draft the Council's Business Plan for recommendation to Full Council.
9. To make decisions on spending in accordance with:
 - a. Clause(s) 5.15 of the Financial Regulations;
 - b. Approved budget headings limits subject to a limit of £5,000. Spending over the £5,000 will be referred to Full Council.

Finance

10. To be responsible for the following Budget Heads and approve expenditure accordingly:
400 & 4001 – Corporate Management (up to and inclusive of Budget 4001/5)
4100 – Democratic Representation
4180 – Other Services to the Public
4200 – Administration - Staffing.
4210 – Administration - Office Costs.
11. To prepare recommendations to Full Council of the annual budget and precept supporting the Council's [Business Plan, Duties and commitments](#).
12. To secure effective control of expenditure [and](#) by scrutinising expenditure against budget lines throughout the year
13. To make recommendations to Council on the use of financial reserves
14. To make recommendations to Council on charges and fees of Council services
15. To monitor Treasury Management and Investment Policy.

Commented [GF1]: I believe this should be the Business Plan, but I also believe that Full Council should review that monthly or reviews will not take place.

Commented [GF2]: This is covered in amended clause 9.

16. To consider any Leasing, loans and finance in consultation with the Responsible Financial Officer for recommendation to Full Council.
17. To appoint an Internal Auditor.
18. To consider the audited accounts and report back to Council

Commented [GF3]: This must be done in accordance with Proper practices so no need to specify how here.

Commented [GF4]: See revised item 15.

Asset Management

19. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority
20. To investigate the possible management/ownership of assets in Andover

Business Plan

21. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
22. To annually review the Business Plan and suggest modifications to Full Council

Human Resources

23. To set up a Sub-Committee to handle Human Resources issues, including but not limited to:
 - a. To review and maintain Staffing Levels at appropriate levels to deliver services
 - b. To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC)
 - c. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
24. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

25. To oversee and approve a programme for Members Training

Commented [GF5]: Is this necessary when members can book training at any time?

Commented [t6]: This is already covered under new item 10 in budget code 4100.

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Policy & Resources Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Policy & Resources Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.