



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, formulate, for the Council's consideration, strategies, Emergency measures, and timetables for dealing with them as per the Scheme of delegation.](#)
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, achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant.](#)
- ~~7. In consultation with the Responsible Financial Officer, to agree the principles of the Management of Committee finance.~~
- ~~8-7.~~ To review the Council's [Risk Management Scheme Policy & Strategy](#) and [Financial Risk Assessment](#) and recommend to Council accordingly
- ~~9-8.~~ To [draft, maintain and review the Council's strategic objectives and performance Business Plan for recommendation to Full Council.](#)
9. To make decisions on spending in accordance with:
 - a. ~~Clause(s) 5.15X 4.4~~ of the Financial Regulations;
 - ~~10-b.~~ [Approved budget headings limits - This committee may authorise any expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget, subject to a limit of £5,000. Spending over the £5,000 will be referred to Full Council.](#)

Finance

- ~~11-10.~~ To be responsible for the following Budget Heads and approve expenditure accordingly:
 - 400 & 40010 – Corporate Management (up to and inclusive of Budget 40001/5)
 - 4100 – Democratic Representation
 - 4180 – Other Services to the Public
 - 4200 – Administration [Rechargeable \(- Staffing\)](#)
 - 4210 – Administration [Rechargeable - Office Costs.](#)
- ~~12.~~ To review the Council's Financial Plan and [Strategy](#)

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.

~~13-11.~~ To prepare recommendations to Full Council of the annual budgets and precept supporting -reflecting the Council's agreed Business Plan, Duties and commitments. strategy and priorities for approval by Council and recommendation of the Precept to Council

~~14-12.~~ To secure effective control of expenditure authorising items of expenditure on behalf of the Council and by scrutinising of expenditure against budget lines throughout the year

~~15-13.~~ To make recommendations to Council on the use of financial reserves

~~16-14.~~ To make recommendations to Council on charges and fees of Council services

~~17-15.~~ To monitor Treasury Management and Investment Policy.

~~18-16.~~ To consider any Leasing, loans and finance in consultation with the Responsible Financial Officer for recommendation to Full Council.

~~19-17.~~ To recommend to Council the appointment of an Independent Internal Auditor, for the accounts and procedures of the Council

~~20-18.~~ To consider the audited accounts and report back to Council

~~21.~~ To oversee the Council's banking and investment arrangements and keep investment policy under review

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

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

~~22-19.~~ To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority

~~23-20.~~ To investigate the possible management/ownership of assets in Andover

Business Plan

~~24.~~ To organise and oversee the Business Plan process throughout the year.

~~25-21.~~ To encourage the citizens of Andover to play a major role in shaping the future Business Plan

~~26-22.~~ To annually review progress of current elements of the Business Plan and suggest modifications to Full Council

Commented [GF5]: I believe Full Council should review the Business plan monthly.

Human Resources

~~27-23.~~ To set up a Sub-Committee to handle Human Resources issues, including but not limited to:-

~~28-a.~~ To review and maintain Staffing Levels at appropriate levels to deliver services

~~29-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)

~~30-c.~~ To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice

~~31-24.~~ To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

~~32-25.~~ To oversee and approve a programme for Members Training

~~33.~~ To oversee provision for Members Services

Commented [GF6]: Is this necessary when members can book training at any time?

Commented [t7]: 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.