



# 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 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 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. To review the Council's Risk Management Policy & Strategy and Financial Risk Assessment and recommend to Council accordingly
9. To maintain and review the Council's strategic objectives and performance.
10. To make decisions on spending in accordance with clause 4.1 of the Financial Regulations: 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. To be responsible for the following Budget Heads and approve expenditure accordingly:  
4000 – Corporate Management (up to and inclusive of Budget 4000/5)  
4100 – Democratic Representation  
4180 – Other Services to the Public  
4200 – Administration Rechargeable (Staffing)  
4210 – Administration Rechargeable
12. To review the Council's Financial Plan and Strategy
13. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to Council
14. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year
15. To make recommendations to Council on the use of financial reserves
16. To make recommendations to Council on charges and fees of Council services

17. To monitor Treasury Management
18. To consider any Leasing, loans and finance in consultation with the Responsible Financial Officer.
19. To recommend to Council the appointment of an Independent Internal Auditor for the accounts and procedures of the Council
20. 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

#### **Asset Management**

22. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority
23. 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. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
26. To review progress of current elements of the Business Plan and suggest modifications to Full Council

#### **Human Resources**

27. To set up a Sub-Committee to handle Human Resources issues.
28. To review and maintain Staffing Levels at appropriate levels to deliver services
29. 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. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
31. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

#### **Member Services**

32. To oversee and approve a programme for Members Training
33. To oversee provision for Members Services

#### **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.