

ANDOVER TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
TERMS OF REFERENCE



This committee will comprise of up to 9 Members of the Council.

The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address, formulate policy for consideration by Council; to be responsible for the Council's financial budget and other assets as delegated by Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, committee arrangements and day to day business.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

Policy & Procedures

2. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them
3. To make recommendations to Council on changes and to review Standing Orders and Financial Regulations
4. To ensure the Council is adequately resourced to achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant
5. In consultation with the Responsible Officer, to agree the principles of the Management of Committee finance
6. To review the Council's Risk Management Policy & Strategy and recommend to Council accordingly
7. To maintain and review the Council's strategic objectives and performance

Finance

8. 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

9. To review the Council's Financial Plan and Strategy
10. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to Council
11. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year
12. To make recommendations to Council on the use of financial reserves
13. To make recommendations to Council on charges and fees of Council services
14. Treasury Management
15. Leasing, loans and finance
16. To recommend to council the appointment of an Independent Internal Auditor for the accounts and procedures of the Council
17. To consider the audited accounts and report back to Council
18. To oversee the Council's banking and investment arrangements and keep investment policy under review

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 organise and oversee the Business Plan process throughout the year.
22. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
23. To review progress of current elements of the Business Plan and suggest modifications to Full Council

Human Resources

24. To review and maintain Staffing Levels at appropriate levels to deliver services
25. 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)
26. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
27. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

28. To oversee and approve a programme for Members Training

29. 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.