



# ANDOVER TOWN COUNCIL POLICY & RESOURCES COMMITTEE

## TERMS OF REFERENCE

### Structure and Quorum

The Committee will comprise **up to 9 Elected Members** and shall appoint a Chairman and Vice-Chairman annually. The quorum of the Committee shall be **four (4)**.

### Responsibility

1. To address, develop and 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:
4. Review the budget twice before the full council meeting in January.
5. Review the council calendar for schedule of meetings.
6. Review the Financial return before it is presented to Full Council.
7. The Committee should have due regard to the Business Plan and act within its intent in its area of competence.

### Policy & Procedures

1. To identify key policy issues facing the Council and to review the Scheme of Delegation for recommendation to Full Council.
2. To make recommendations to Council on changes and to review Standing Orders and Financial Regulations.
3. To ensure the Council is adequately resourced to carry out its Business Plan; Duties; and Committee projects.
4. To review the Council's Risk Management Scheme and Financial Risk Assessment and recommend to Council accordingly.
5. To draft the Council's Business Plan for recommendation to Full Council.
6. 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 £5,000 will be referred to Full Council in accordance with Financial Regulations 5.15, unless otherwise permitted within the Financial Regulations or by prior Council resolution.
  - c. All procurement, quotations, contracts and spending decisions must comply with the Council's Financial Regulations (including FR 5.4-5.14).
  - d. The Committee may authorise expenditure within its approved budget headings without further referral, provided Financial Regulations are met.
  - e. Matters will only be referred to Policy & Resources Committee or Full Council where required by law, Standing Orders, Financial Regulations, or where outside the Committee's delegated remit or budget.

### Finance

1. To be responsible for the following Budget Heads and approve expenditure accordingly , **in line with Financial Regulations:**
  - 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.
2. To prepare recommendations to Full Council of the annual budget and precept supporting the Council's Business Plan, Duties and commitments.
3. To secure effective control of expenditure by scrutinising expenditure against budget lines throughout the year.
4. To make recommendations to Council on the use of financial reserves.
5. To make recommendations to Council on charges and fees of Council services.
6. To monitor Treasury Management and Investment Policy.
7. To consider any Leasing, loans and finance in consultation with the Responsible Financial Officer for recommendation to Full Council (**in accordance with Financial Regulations 12**).
8. To appoint an Internal Auditor (**in accordance with FR 3.7**).
9. To consider the audited accounts and report back to Council.

### Asset Management

1. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority (**Financial Regulations 17**).
2. To investigate the possible management/ownership of assets in Andover.

### Business Plan

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

### **Human Resources**

1. To set up a Sub-Committee to handle Human Resources issues, ("the HR Sub-Committee"), which shall oversee staffing matters on behalf of the Council.
  - a. To review staffing levels, workloads and organisational structure, ensuring alignment with the Business Plan and existing approved headcount.
  - b. To approve the Grading of Staff and level of remuneration using the the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions recommended by the Society of Local Council Clerks (SLCC) for guidance and reference.
  - c. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice, in accordance with employment legislation and Council policies.
    - a. The Town Clerk, as Head of Staff, shall hold delegated authority for all operational HR matters, including day-to-day staffing management; recruitment to existing posts; performance management; training; appraisals; capability and conduct processes; and implementation of staffing policies.
    - b. All operational HR decisions shall be taken by the Town Clerk in consultation with the HR Sub-Committee and shall be reported for information to the next Policy & Resources Committee meeting. No further approval is required unless the decision falls within paragraph 30 below.
2. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees.
3. The HR Sub-Committee shall have delegated authority to determine staffing structures, job descriptions, pay grading and HR policy implementation, provided decisions remain within the approved staffing budget and do not increase overall headcount.
4. **The following matters shall be referred to Policy & Resources Committee and/or Full Council:**
  - (i) any proposal to increase the overall staffing establishment (headcount);
  - (ii) any staffing decision that would exceed the approved staffing budget;
  - (iii) creation of new posts;
  - (iv) restructures involving redundancy or redeployment;
  - (v) any matter reserved to Full Council under Standing Orders or Financial Regulations (including FR §11 for staffing budgets and pay).
5. All HR decisions made by the HR Sub-Committee or the Town Clerk shall be reported for information to the next scheduled Policy & Resources Committee meeting.

### **Member Services**

1. To oversee and approve a programme for Members Training.

### **Governance and Procedural Requirements**

1. All Members shall comply with the Council's Code of Conduct and declare any disclosable pecuniary interests.
2. Voting at meetings shall be conducted in accordance with the Council's Standing Orders.
3. All decisions shall be recorded in formal minutes maintained by the Proper Officer.

### **Urgent Matters**

To provide any two elected Members, normally the Chair and Vice-Chair of the Policy & Resources Committee, to be consulted by the Town Clerk to authorise urgent matters within this Committee's remit that may have legal or financial implications where time restraints prevent convening a meeting.

Urgent decisions must comply with Standing Orders and Financial Regulations, including FR 5.18 (emergency expenditure), and must be reported to the next Committee meeting.