



# 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:
  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.

### Policy & Procedures

7. To identify key policy issues facing the Council and to review the Scheme of Delegation for recommendation to Full Council.
8. To make recommendations to Council on changes and to review Standing Orders and Financial Regulations
9. To ensure the Council is adequately resourced to carry out its Business Plan; Duties; and Committee projects.
10. To review the Council's Risk Management Scheme and Financial Risk Assessment and recommend to Council accordingly
11. To draft the Council's Business Plan for recommendation to Full Council.
12. 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

13. 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.
14. To prepare recommendations to Full Council of the annual budget and precept supporting the Council's Business Plan, Duties and commitments.
15. To secure effective control of expenditure and by scrutinising expenditure against budget lines throughout the year
16. To make recommendations to Council on the use of financial reserves

17. To make recommendations to Council on charges and fees of Council services
18. To monitor Treasury Management and Investment Policy.
19. To consider any Leasing, loans and finance in consultation with the Responsible Financial Officer for recommendation to Full Council.
20. To appoint an Internal Auditor.
21. To consider the audited accounts and report back to Council

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

#### **Human Resources**

26. 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
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

#### **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.