

TERMS OF REFERENCE
POLICY & RESOURCES COMMITTEE

MEMBERSHIP

This Committee comprises of all 15 Councillors and is supported by the Town Clerk

FREQUENCY OF MEETINGS

The meetings will be held monthly on the second Wednesday of the month at 7pm. There will not be a meeting in August.

CHAIR AND VICE CHAIR

The Chair and Vice Chair would retain the positions for the tenure of the Council subject to the approval at the annual May Meeting. The Chair would be entitled to receive the Specific Allowance as recommended by the IRPW which will be paid before the end of 2019/20 financial year.

QUORUM

Quorum is 50%

SCOPE

As agreed by Council in July 2019, the following decisions will be delegated to Policy & Resources Committee

- a) Approval of its Minutes and the minutes of the Service Delivery sub-committee as true and correct records
- b) Ensuring the Annual Return (statement of accounts) is completed in accordance with requirements and recommend to Council accordingly
- c) All other matters relating to Finance (excluding setting or precept or borrowing or approval of unbudgeted expenditure) and banking arrangements
- d) Budget monitoring, taking action where required to vire unspent provision to ensure that the overall budget strategy is maintained
- e) Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- f) Future partnership agreements and monitoring of existing partnership agreements
- g) All matters relating to internal and external audit. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information, including the effective systems of risk

management, and consideration of and action on all reports emanating from the internal and external auditors

- h) To ensure the preservation of probity and good financial and other parties within the Council, including accountability for debt monitoring and recovery
- i) Approve appropriate insurance cover
- j) Approval of risk register
- k) Grants, Sponsorship and Donations
- l) Maintenance of a fixed asset registers and safe custody and upkeep of all assets and objects of interest or value in the ownership or custodianship of the Council
- m) The maintenance and safe custody of the civic regalia and robes
- n) Council administration and policy
- o) To identify and prepare new policies and to review existing policies
- p) Management of any tenancy agreements
- q) To make recommendations to Council on the review of Council's Financial Regulations, Standing Orders, Scheme of Delegation and Council policies
- r) To make recommendations to Council on the budgets of the Committees
- s) All matters relating to Personnel/Human Resources, with any proposed changes to the staff structure to be subject to recommendation to Council
- t) Dealing with terms and conditions of service and pension of the Town Council's staff.
- u) Annual review of salaries
- v) Any other matter which may be delegated to it by the Council from time to time

The delegated decision making by Committees MUST be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned. Where matters are delegated to the Committee, so far as is legally permissible, decisions are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

SERVICE DELIVERY SUB COMMITTEE

The Policy & Resources Committee has a sub-committee to consider the following matters and to make recommendations to the parent committee. This sub-committee will meet when required and will comprise 10 Councillors with quorate of 50%.

- a) Annual Review of contracts

- b) Changes to existing contractual arrangements for delivering services in the town
- c) To make recommendations on the review of Council's Financial Regulations, Standing Orders, Scheme of Delegation and Council policies
- d) To consider new arrangements for service delivery as identified by Council and other Committees

September 2019