

FINANCE & POLICY COMMITTEE

10 Members of the Authority

Responsible for Strategy Working Group

Quorum= 4

Function of Committee Column 1	Delegation of Function Column 2
1. Resources	
1.1 To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> • Operational Management to Support Manager as Responsible Financial Officer (RFO). • Strategic advice to Chief Officer • Committee for strategic overview.
2. Finance Under the direction of the Council:-	
2.1 To be responsible for the overall management and control of the finances of the Council and authorisation of payment of accounts.	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Chief Officer in accordance with Financial Regulations and for operational management. • Finance & Policy Committee/ RFO (or nominated deputy) in accordance with Financial Regulations
2.2 To monitor the Council's capital and revenue budgets.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.
2.3 Approval of variation, overspend, and virement In accordance with Financial regulations	<ul style="list-style-type: none"> • Committee, Chief Officer & RFO as set out in Financial Regulations
2.3 To make recommendations to the Council on Budget & Precept requirements.	<ul style="list-style-type: none"> • Committee • RFO to prepare draft Budget • Chief Officer to prepare Budget Report
2.4 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> • Committee
2.5. To advise Council on borrowing policy and investment treasury management	<ul style="list-style-type: none"> • Committee
2.6 To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> • RFO
2.7 To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Chief Officer
2.8 To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> • RFO • Authorised signatories to authorise Mandate
2.9 To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> • RFO
2.10 Approval of all fees ,charges and payments	<ul style="list-style-type: none"> • Committee
2.11 To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> • Committee in accordance with Financial regulations
2.12 To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/Chief Officer/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference
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2.13	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Chief Officer in accordance with Financial Regulations
2.14	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> • Committee
2.15	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> • Committee/Chief Officer in accordance with Financial Regulations
3.	Grant Scheme	
3.1	To administer the Council's Grant Scheme in accordance with its Policy	<ul style="list-style-type: none"> • Committee
3.2	To approve grants up to £3000 and to recommend to Council grants in excess of this	<ul style="list-style-type: none"> • Committee to approve grants up to £3000
3.3	Town Hall Concessions	<ul style="list-style-type: none"> • Chief Officer in consultation with Chairman & Vice Chairman of TH Committee
3.3	To advise Council on the formulation and amendment of its Grant Policy	<ul style="list-style-type: none"> • Committee
3.4	Power to pay telecommunications operators any loss sustained providing telecommunication facilities; Telecommunications Act 1984,S97	<ul style="list-style-type: none"> • Committee to approve grants up to £3000
3.5	Powers to make grants for bus services	<ul style="list-style-type: none"> • Committee to approve grants up to £3000
4	Information Technology Services	
4.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> ▪ Operational Management to Chief Officer ▪ Strategic Overview to Committee
4.2	Amendments to layout of Web Site	<ul style="list-style-type: none"> ▪ Chief Officer *
5	Procurement	
5.1	To co-ordinate and oversee the Council's Corporate Procurement.	<ul style="list-style-type: none"> • Committee for strategic overview • Chief Officer for operational management
6	Performance & Business Management	
6.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> • Operational management to Chief Officer • Strategic overview to Committee
6.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> • Committee
6.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> • Committee • Chief Officer to determine underlying Action & Project Plans
7	Quality & Integrated management System	
7.1	To promote the efficiency and Integrated Management System	<ul style="list-style-type: none"> • Overview to 3 Member Working Party • Operational management & approval of operational procedures to Chief Officer

7.2 To oversee the formal administration of the Council's Integrated Management System, Risk Management and Self Assessment programmes	<ul style="list-style-type: none"> • Overview to Committee • Operational management to Chief Officer
7.3 To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> • Strategic overview to Committee ▪ Operational management to Chief Officer
8 Communications / Public Relations and Marketing	
8.1 To co-ordinate and promote access to Council services and public information.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.2 To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9. Asset Management	
9.1 Maintenance of the Asset Register	<ul style="list-style-type: none"> • Chief Officer (Chairman to verify annually)
9.2 Provision & management of Office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.3 Provision of common pasture	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.4 Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9.5 Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.6 Provision of vehicles and equipment for streetscape Team.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational Management to Chief Officer
10. Audit	<ul style="list-style-type: none"> • Committee
10.1 To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
10.2 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	
11 Strategy Working Group	<ul style="list-style-type: none"> • Tasks to the Working Group in accordance with their Terms of Reference
11.1 To overview the role of, allocate tasks to and receive minutes of the Strategy Working Party	
<p>NB. Any financial, operational or managerial action delegated to the Chief Officer may in his/her absence be undertaken by the Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officer returns, except items denoted by *, when the nominated deputy is the Town Centre & Marketing Manager.</p>	<p>NB. Any financial, operational or managerial action delegated to the RFO may in his/her absence be undertaken by the Chief Officer.</p>

Specific Budget Holders under 2.12

Miscellaneous Office Costs	Support Manager/Administrative Assistants
Stationery & Printing	Support Manager/Administrative Assistants > £200
Computer /IT costs	Support Manager/Administrative Assistants > £200
Publications	Support Manager/Administrative Assistants > £50
Advertising	Support Manager/Town Centre & Marketing Mgr
Website	Support Manager/Town Centre & Marketing Mgr
Marketing/ Promotions	Town Centre & Marketing Manager
Council Newsletter	Town Centre & Marketing Manager
Civic Expenses	Support Manager/ Civic Admin Officer > £250
Civic Regalia	Civic Admin Officer
Room hire	Support Manager/ Administrative Assistants > £200
Mayor's Account- fund raising	Support Manager/ Civic Admin Officer
Paddling Pool Maintenance	Facilities Manager
Paddling Pool Property Maintenance	Facilities Manager
Paddling Pool protective clothing	Facilities Manager
Paddling Pool grounds maintenance	Facilities Manager
Handy Persons protective clothing	Facilities Manager
Handy Person property maintenance	Facilities Manager
Handy Person equipment	Facilities Manager
Christmas Fayre	Town Centre & Marketing Manager
Tourism	Town Centre & Marketing Manager
Town Hall- Janatorial	Facilities Manager
- Refuse Disposal	Facilities Manager
- Promotions	Town Centre & Manager/ Administrative Assistants
- Maintenance contracts	Facilities Officer
- Property Maintenance	Facilities Manager>£1000
- Equipment Replacement/tools	Facilities Manager
- Licences (inc PRS)	Facilities Manager
- Protective clothing	Facilities Manager
Bar (Where operated directly)	
- Janatorial	Facilities Manager
- Equipment replacement/ tools	Facilities Manager
- Bar purchases	Facilities Manager> financial limit set in F&P
- Catering supplies	Facilities Manager

Budget Holders must have orders countersigned by the Chief Officer or Responsible Financial Officer