

FINANCE & POLICY COMMITTEE

10 Members of the Authority

Responsible for Strategy Working Group

Quorum= 4

Purpose

The Committee has delegated authority to consider and decide on matters related to: Financial governance (including the council's Financial Regulations), general financial issues, community grants, audit arrangements (except approval of the Annual Return), banking and investment arrangements (in accordance with adopted Investments Policy)

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Resources</p> <p>1.1 To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Operational Management to Responsible Financial Officer (RFO). • Strategic advice to Chief Officer • Committee for strategic overview.
<p>2. Finance Under the direction of the Council:-</p> <p>2.1 To be responsible for the overall management and control of the finances of the Council and authorisation of payment of accounts.</p> <p>2.2 To monitor the Council's capital and revenue budgets.</p> <p>2.3 Committee to recommend variation, overspend, and virement In accordance with Financial regulations to Council</p> <p>2.4 To make recommendations to the Council on Budget & Precept requirements.</p> <p>2.5 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.</p> <p>2.6 To advise Council on borrowing policy and investment treasury management</p> <p>2.7 To regularly monitor the performance of all funds invested.</p> <p>2.8 To supervise the Council's insurance arrangements.</p> <p>2.9 To supervise the Council's banking arrangements.</p> <p>2.10 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>2.11 Recommend approval of all fees ,charges and payments to Council.</p> <p>2.12 To consider reports on outstanding debts due to the Council and to undertake recovery or write off</p>	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Chief Officer in accordance with Financial Regulations for operational management. • Finance & Policy Committee/ RFO (or nominated deputy) in accordance with Financial Regulations • Committee, Chief Officer/RFO in accordance with Financial Regulations. • Committee, Chief Officer & RFO as set out in Financial Regulations • Committee • RFO to prepare draft Budget • Chief Officer to prepare Budget Report • Committee • Committee • RFO • Chief Officer • RFO • Authorised signatories to authorise Mandate • RFO • Committee • Committee in accordance with Financial regulations

<p style="text-align: center;">Function of Committee Column 1</p>	<p style="text-align: center;">Delegation of Function Column 2</p>
<p>2.13 To issue orders for work, goods & services.</p> <p>2.14 To approve all security arrangements of the Council in respect of computers and financial issues.</p> <p>2.15 To authorise investments and debt repayment in accordance with the Council's Policy</p> <p>2.16 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<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 (See Appendix 1) • Committee/Chief Officer in accordance with Financial Regulations • Committee • Committee/Chief Officer in accordance with Financial Regulations
<p>3. Grant Scheme</p> <p>3.1 To administer the Council's Grant Scheme in accordance with its Policy</p> <p>3.2 To approve grants up to £3000 and to recommend to Council grants in excess of this</p> <p>3.3 Town Hall Concessions</p> <p>3.3 To advise Council on the formulation and amendment of its Grant Policy</p> <p>3.4 Power to pay telecommunications operators any loss sustained providing telecommunication facilities; Telecommunications Act 1984,S97</p> <p>3.5 Powers to make grants for bus services</p>	<ul style="list-style-type: none"> • Committee • Committee to approve grants up to £3000 • Chief Officer in consultation with Chairman & Vice Chairman of TH Committee • Committee • Committee to approve grants up to £3000 • Committee to approve grants up to £3000
<p>4 Information Technology Services</p> <p>4.1 To oversee the use of information and other technology in support of the Council's business and service commitments.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Chief Officer ▪ Strategic Overview to Committee
<p>5 Procurement</p> <p>5.1 To co-ordinate and oversee the Council's Corporate Procurement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Chief Officer for operational management

<p style="text-align: center;">Function of Committee Column 1</p>	<p style="text-align: center;">Delegation of Function Column 2</p>
<p>6 Performance & Business Management</p> <p>6.1 To be responsible for monitoring the performance of the Council.</p> <p>6.2 To monitor the progress of the Capital Programme.</p> <p>6.3 Approval of Corporate Business Plan</p>	<ul style="list-style-type: none"> • Operational management to Chief Officer/RFO • Strategic overview to Committee • Committee, Chief Officer/RFO • Committee • Chief Officer to determine underlying Action & Project Plans
<p>7 Quality & Integrated management System</p> <p>7.1 To promote the efficiency and Integrated Management System</p> <p>7.2 To oversee the formal administration of the Council's Integrated Management System, Risk Management and Self Assessment programmes</p> <p>7.3 To promote customer care and equality in service delivery and access.</p>	<ul style="list-style-type: none"> • Operational management & approval of operational procedures to Chief Officer • Overview to Committee • Operational management to Chief Officer • Strategic overview to Committee ▪ Operational management to Chief Officer

Function of Committee Column 1	Delegation of Function Column 2
<p>8 Communications / Public Relations and Marketing</p> <p>8.1 To co-ordinate and promote access to Council services and public information.</p> <p>8.2 To promote the public face of the Council through the management of public and media relations.</p> <p>8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer * <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer * <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
<p>9. Asset Management</p> <p>9.1 Maintenance of the Asset Register</p> <p>9.2 Provision & management of Office accommodation, other Corporate property, land, and relevant fixtures and fittings</p> <p>9.3 Provision of common pasture</p> <p>9.4 Responsibility for energy conservation and disabled access</p> <p>9.5 Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings</p> <p>9.6 Provision of vehicles and equipment for streetscape Team.</p>	<ul style="list-style-type: none"> • RFO/ Chief Officer • Council to review annually <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer * <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer <ul style="list-style-type: none"> • Strategic overview to Committee • Operational Management to Chief Officer
<p>10. Audit</p> <p>10.1 To receive, approve and action interim audit reports.(Final Audit to be recommended to Council for approval)</p> <p>10.2 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights</p>	<ul style="list-style-type: none"> • Committee <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
<p>11 Strategy Working Group</p> <p>11.1 To overview the role of, allocate tasks to and receive minutes of the Strategy Working Party</p> <p>NB. Any financial, operational or managerial action</p>	<ul style="list-style-type: none"> • Tasks to the Working Group in accordance with their Terms of Reference <p>NB. Any financial, operational or managerial action</p>

Function of Committee Column 1	Delegation of Function Column 2
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.	delegated to the RFO may in his/her absence be undertaken by the Chief Officer.

Appendix 1**Specific Budget Holders under 2.13**

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

All orders must follow Financial Regulations

Paddling Pool	Town Hall Manager
Civic	Marketing and Communities Manager/Deputy Chief Officer and support officers
Tourism/Community Development	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Marketing: Newsletter/Promotions/Website/Advertising	Marketing and Communities Manager/Deputy Chief Officer and Administrative Support and Event officers
Christmas	Marketing and Communities Manager/Deputy Chief Officer and Event officers
Information Centre	Senior Information Advisor/Information & Administrative Assistant and RFO
Mayors Account	Marketing and Communications Officer and RFO
In Bloom	Streetscape Development Manager
Allotments	Streetscape Development Manager
Public Realm	Chief Officer and RFO
Grants	Committee approval RFO to monitor and report back
Public Toilets	Town Hall Manager/Chief Officer
Neighbourhood Development Plan	Chief Officer
Luncheon Club	Chief Officer
Capital	RFO/ Chief Officer
Corporate Management	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Streetscape	Streetscape Development Manager
Town Hall	Town Hall Manager

