

## **POLICY AND FINANCE COMMITTEE**

### **TERMS OF REFERENCE**

- 1 Make recommendations to Council on the conduct of its own business - including Standing Orders, Committee organisation and membership and calendar of meetings.
- 2 Make recommendations to Council on policies, objectives and priorities.
- 3 Establish Sub-Committees, as appropriate.
- 4 Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
- 5 Advise on the making of any byelaws not specifically the responsibility of any other Committee or principal authority.
- 6 Review the draft Annual Report prior to submission to Full Council.
- 7 Matters relating to the Council's offices.
- 8 Oversee the Council's publicity and communications.
- 9 Matters relating to staff including staffing resources and structures.
- 10 Produce and monitor a scheme of performance review.
- 11 Consider local policy issues affecting community safety and monitor Operation Dodford.
- 12 Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
- 13 Consider and make recommendations on any matters referred to it by the Council or other Committees.
- 14 Deal with any matter not specifically allocated to any other Committee.

### **Finance**

- 15 Recommend to Council and continuously monitor and review the :

- System of financial regulation and control (in accordance with legislation and the Council's adopted Financial Regulations and Standing Orders).
  - Management of financial resources.
  - Investment policy.
  - Level of reserves (general, earmarked and Section 106 funds).
- 16 Approve (or otherwise) items of proposed expenditure (or reduction in income) for which no provision has been made in the approved budget.
- 17 Write-off irrecoverable amounts.
- 18 Consider and recommend to Council the financial implications and funding of any major capital works.
- 19 Prepare and submit to Council budgets of income and expenditure for each financial year after considering estimates submitted by the other Committees.
- 20 Consider and recommend to Council a capital programme.

#### **Audit, Risk Management and Insurance**

- 21 Receive and consider reports from the Internal Auditor, External Auditor, Health and Safety Consultant, Human Resources Consultant and make recommendations as to any relevant policy changes.
- 22 Review all aspects of corporate governance including internal controls.
- 23 Monitor and review the Council's insurance policy.
- 24 Monitor and review risk management and health & safety issues.

#### **Democratic**

- 25 Approve Member attendance at training events, seminars, conferences, meetings.
- 26 Approve matters relating to civic functions and the role of the Town Mayor.
- 27 Receive details of the Town Mayor's accounts.

Approved by Council 27 June 2016