

TERMS OF REFERENCE OF COMMITTEES

POLICY & RESOURCES COMMITTEE

General

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions. The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

Composition

- a) The Committee will comprise five councillors.
- b) The Committee's Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be three members.

Authority

The Committee:

- a) may expend funds within the budgets agreed by the council to fulfil its terms of reference (but not move funds between budgets, other than as set out below);
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person;
- e) may decide any specific such matters that are delegated to it by the Council from time to time.

Role and Functions

The Committee will meet as and when requirements dictate and at least five times each council year (typically in January, March, June or July, September and November), and have the following role and functions:

- a) To review with the Town Clerk and Responsible Finance Office and recommend to the full Council its Strategic Plan, annual budget, Scheme of Delegations and Financial Regulations;
 - b) To draft, review, monitor and revise policies regarding councillors (including the Code of Conduct and Standing Orders) to be recommended to the Town Council for decision, and to be responsible for general policies not falling entirely within the remit of another committee, including those for HR, procurement, data protection, risk register, emergency planning, complaints procedure, and the publication scheme;
 - c) To monitor the budgets and financial position of the Council, including the level of reserves, reviewing bi-monthly financial reports prior to their submission to each meeting of the full Council, and to be able to vire up to £1,000 between any budget lines of the council, provided this will not create an overspend (but not to spend the Council's reserves, which requires a council decision);
 - d) To be responsible for arranging and oversight of the annual audit, and for any insurances required by the Council, other than those for its buildings;
 - e) To make representations and/or recommendations to the Council concerning member training, and to undertake training of its own members and/or seek professional external advice as necessary to support its role;
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- f) To review the staffing structure, job descriptions and person specifications with the Town Clerk to best meet the Council's responsibilities and workload;
 - g) To review as necessary with the Town Clerk the staff contracts, salary scales and associated terms and conditions and to receive any representations from staff members or their union representatives, determining pay and conditions for administrative and or project staff, and recommending to the Council for decision those for the Town Clerk & Responsible Finance Officer;
 - h) To agree and implement appropriate recruitment and selection processes and to confirm appointments, but with those appointments for the Proper Officer & Responsible Finance Officer recommended to and formally confirmed by the Council;
 - i) To review staff working conditions with the Town Clerk; including wellbeing and health and safety at work, ensuring that the Council complies with employment law and follows best practice, and to review annually in January all health and safety incidents recorded within the previous year;
 - j) To monitor and review if required the exercise of the Clerk's delegated powers to manage staff, including annual performance & development reviews and staff training programmes, and staff requests for training for personal development or health and safety;
 - a) To support and oversee together with the Mayor and the Chair of the Committee the Clerk's personal appraisal aims and objectives, to be agreed annually, and to monitor the leave arrangements of the Town Clerk, with the Mayor or Chair authorising these in a timely fashion;
 - l) To hold delegated powers to deal with all personnel, employment and recruitment issues, with oversight of any process leading to staff redundancy or dismissal, and responsibility for the Council's Discipline and Grievance procedures including appointing investigators, hearing and appeals subcommittees, or a trained mediator if required for mediation, conciliation or arbitration;
 - m) To lead on matters concerning communications including the Council's website, press relations, social media, and newsletter (the latter to be cleared with the Town Clerk and councillors before issue);
 - n) To be responsible for decisions delegated to it by the full Council that need to be taken in between council meetings and do not fall within the terms of reference of any other committee, and for receiving reports from the Town Clerk of urgent actions that have been made by officers under section four of the Council's Scheme of Delegations.
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