

TERMS OF REFERENCE OF THE POLICY AND RESOURCES COMMITTEE

1. CONSTITUTION

- 1.1. The Committee will consist of ten Councillors appointed by Full Council at the Annual Council Meeting or another council meeting should a vacancy occur during the year.
- 1.2. Committee meetings will be arranged by the Town Clerk with a quorum of six members.

2. RESPONSIBILITIES

Policy and Resources

- 2.1. To keep under review the policies and resources of the Council.
- 2.2. To ensure Full Council receives detailed financial accounts on a quarterly basis together with a report on key aspects of the financial performance including proposals to address any major departures from the Council's budget.
- 2.3. To ensure Full Council receives the Full Year End Accounts and Annual Return in accordance with statutory rules and deadlines.
- 2.4. To make recommendations to the Council on the annual budget estimates and the Council's precept.
- 2.5. To consider and make recommendations to the Council on policy documents received from other organisations and affecting the area.
- 2.6. To develop and review the Policy and Resources Committee's aims and objectives.
- 2.7. To have the direction and control of insurance in respect of the Council's property, members and employees.
- 2.8. To regularly review the Council's treasury management activities and supervise the investment of funds within the Council's control.
- 2.9. To determine all grant applications received under the Council's approved Grants and Donations Policy/Scheme, subject only to the allocated budget not being exceeded.
- 2.10. To recommend and agree proposals from the RFO concerning the investment of cash surplus to current requirements and ensure such deposits are in line with good local government treasury practice.
- 2.11. To establish, monitor and review the Council's overall health and safety policy with regard to changes in legislation and the day-to-day requirements of the organisation and its workforce.
- 2.12. To establish, monitor and review the Council's risk assessment programme.

- 2.13. To make recommendations to the Council as to the strategic management of Council assets and property, including the acquisition, management and disposal of property.
- 2.14. To agree, as required, any detailed activities necessary to ensure the proper and effective operation and management of Council property and assets. This to include detailed matters related to property leasing, purchase and disposal. (Operations Committee is responsible for operational issues related to those assets under its control).
- 2.15. To determine depreciation and other detailed issues arising from the management of Council assets.
- 2.16. To consider and make recommendations to the Council as to the policies and initiatives which will contribute to and promote best value within the Authority.
- 2.17. To monitor the Council's Objectives, consider the risks of not achieving them, and make recommendations to Full Council

Staffing

- 2.18. To review annual appraisals which will be completed for all staff members.
- 2.19. To review the annual appraisal process as necessary.
- 2.20. To consider and make recommendations with regard to the pay and grading of all staff.
- 2.21. To consider and review the Council's Training and Development Policy.
- 2.22. To consider and review the policies and procedures which relate to staff/councillor conduct.
- 2.23. To consider and review the Council's Grievance Policy.
- 2.24. If a disciplinary matter arises during the year, the staffing committee will be asked to nominate 3 members of the committee to form a disciplinary panel to deal with this matter.
- 2.25. Members of the Committee will be asked to rule themselves out if they believe that their presence on the panel would deem the process to be unfair and lacking impartiality.
- 2.26. To review other general staffing policies.