



Finance and Resources Committee

16th February 2017

7 Members of Council

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Governance</p> <p>1.1 To advise Council on Financial Regulations and Standing Orders for Contracts</p> <p>1.2 To advise Council on the potential costs from new services and facilities.</p> <p>1.3 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.</p>	<ul style="list-style-type: none"> • Committee • Committee • Committee, except for Shropshire Council, which is reserved for Council, unless specifically delegated within the Terms of Reference of another committee
<p>2. Resources</p> <p>2.1 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), & other officers in accordance with Financial Regulations. • Strategic advice by Town Clerk • Committee for strategic overview.
<p>3. Finance Under the direction of the Council:</p> <p>3.1 To be responsible for the overall management and control of the finances of the Council.</p> <p>3.2 To monitor the Council's capital and revenue budgets.</p> <p>3.3 Approval of variation, overspend, and virement in accordance with Financial regulations</p> <p>3.4 To make recommendations to the Council on Budget & Precept requirements.</p> <p>3.5 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.</p> <p>3.6 To advise Council on borrowing policy, investment & treasury management</p> <p>3.7 To regularly monitor the performance of all funds invested.</p> <p>3.8 To supervise the Council's insurance arrangements.</p> <p>3.9 To supervise the Council's banking arrangements.</p> <p>3.10 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>3.11 Approval of all fees and charges</p>	<ul style="list-style-type: none"> • Committee for strategic review RFO/Town Clerk in accordance with Financial Regulations and for operational management • Committee/ RFO in accordance with Financial Regulations. • Committee, Town Clerk & RFO as set out in Financial Regulations • Committee • RFO/Town Clerk to prepare draft Budget & Budget Report • Committee • Committee • Committee, Town Clerk/RFO • Town Clerk/RFO for renewal & operational matters. • Committee for tendering & changes of cover. • RFO/Town Clerk • Authorised signatories to authorise Mandate • Committee and RFO/Town Clerk • Committee to recommend with ratification from full Council.

<p>3.12 To consider reports on outstanding debts due to the Council and to undertake recovery or write off.</p> <p>3.13 To approve all security arrangements of the Council in respect of computers and financial issues.</p> <p>3.14 To authorise investments and debt repayment in accordance with the Council's Policy</p> <p>3.15 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<ul style="list-style-type: none"> • Committee in accordance with Financial regulations • Committee/Town Clerk in accordance with Financial Regulations • Committee • Committee/Town Clerk in accordance with Financial Regulations
<p>4. Grant Scheme</p> <p>4.1 To administer the Council's Grant Scheme in accordance with Policy</p> <p>4.2 To approve grants up to £2000 and to recommend to Council grants in excess of this</p> <p>4.3 Civic Centre Concessions</p> <p>4.4 To advise Council on the formulation and amendment of its Grants Policy.</p>	<ul style="list-style-type: none"> • Committee • Committee to approve grants up to £2000 • Town Clerk in consultation with Deputy Mayor. • Committee
<p>5 Procurement</p> <p>5.1 To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
<p>6 Performance & Business Management</p> <p>6.1 To monitor the progress of the Capital Programme.</p> <p>6.2 Approval of Corporate Business Plan</p>	<ul style="list-style-type: none"> • Committee • Committee • Town Clerk to determine underlying Action & Project Plans
<p>7. Asset Management</p> <p>7.1 Maintenance of the Asset Register</p> <p>7.2 Provision of common pasture</p> <p>7.3 Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings</p>	<ul style="list-style-type: none"> • Committee • Strategic overview to Committee • Town Clerk for operational management • Strategic overview to Committee • Town Clerk for operational management
<p>8. Audit</p> <p>8.1 To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to advise Council on the annual audit.</p> <p>8.2 To approve and action interim audit reports.</p> <p>8.3 Final Internal and External Audit Reports</p> <p>8.4 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 • Town Clerk to support with operating procedures • Committee (Council if change of policy required). • Council to receive external audit report. • Committee to advise on response • To be received and agreed by Council. • Committee for strategic overview • Policies reserved for Council • Town Clerk for operational management

<p>9. Personnel</p> <p>9.1 To recommend to Council the overall Staffing structure.</p> <p>9.2 Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement</p> <p>9.3 To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working</p> <p>9.4 To agree the pay and conditions of staff</p> <p>9.5 Approval of personnel policies & Employee Handbook.</p> <p>9.6 Appointment of Staff.</p> <p>9.7 Disciplinary matters under the Council's Disciplinary Procedure.</p> <p>9.8 Determination of individual grading issues and job evaluation</p> <p>9.9 Approval of job descriptions & person specifications.</p> <p>9.10 Absence issues under the Council's Attendance Management Guidelines.</p> <p>9.11 Appeals Procedure.</p> <p>9.12 Competence Procedure</p> <p>9.13 Issue of Contracts of Employment</p> <p>9.14 Redundancy & Redeployment.</p> <p>9.15 Monitoring Equalities Policy in relation to employment</p> <p>9.16 Approval of Officer Codes of Conduct</p>	<ul style="list-style-type: none"> • Final approval with full Council • Committee (Full Council if Town Clerk) • Administration of retirement in cases of permanent ill health, after medical advice via Shropshire Pensions • Other pension issues including auto enrolment. • Pensions Discretions Policies to Committee • Committee recommends, final determination by full Council. • Town Clerk reserved for Council • All other staff to Committee including payment of honoraria • Committee including discretionary provisions of National Joint Agreement. • Organisation of recruitment process for Town Clerk and selection of final short list to an Initial Recruitment Panel, after preliminary interviews. • Final Interview-Final Interview Panel of Committee members + Mayor or Deputy Mayor • Appointment of other Staff Scale Point 20 and above to Committee. • Appointment of Staff below Scale Point 20 to Town Clerk in consultation with 2 members of Committee. • Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 20. • Decision on whether to fill vacant positions to Town Clerk. • Decision on recruitment of contract staff or interim contract staff to Committee • Town Clerk with appeal to Committee • Finance & Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on the Committee. • Dismissal of Town Clerk to be ratified by Council. • Committee, except Town Clerk reserved to Council • Committee, except Council for Town Clerk • Town Clerk except Committee in the case of Town Clerk • Town Clerk except Committee in the case of an appeal against a decision of Town Clerk. • In case of appeal against decision of Committee, to 3 members of Council who are not on the Committee. • Town Clerk except Committee in the case of Town Clerk. • Town Clerk except Mayor in the case of Town Clerk • Model Contract approved by Committee • Committee • Committee • Council
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9.17 Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy • Council for General Statement & Organisation
9.18 Grievance Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
9.19 Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
9.20 Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk for all staff, often delegated to direct manager. Mayor, Committee Chairman & one other Member of Committee for Town Clerk
9.21 Training & Development Plan	<ul style="list-style-type: none"> • Town Clerk
9.22 To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
9.23 To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.