

Finance, Governance and Resources Committee Terms of Reference

Type of Committee: Executive & Advisory

Purpose: The Governance, Finance and Resources Committee shall have responsibility for oversight of the Council's governance framework, financial management, resources, staffing and policy compliance.

The Committee shall operate within the legal framework set by statute, national guidance and Council policy, and support the operational independence of the Town Clerk as Head of Paid Service.

Scope of Finance: To advise Full Council on financial matters, including the preparation of the annual budget and precept.

To monitor financial performance against budget and ensure sound financial management and stewardship of public funds.

To ensure that the RFO and finance officer prepares the accounts of the Council and arranges their internal and external audits.

To consider and recommend fees, charges, grants and donations in line with Council policy.

To oversee the Council's insurance and asset risk management arrangements.

To oversee the Council's reserves strategy, future capital planning and major procurement.

To assist with seeking grant aid and appropriate support in respect to the responsibilities of the Council.

Scope of Governance: To monitor and review the Council's Standing Orders, Financial Regulations and all policies and procedures, ensuring they are legally compliant, up to date, and effectively implemented.

To oversee corporate governance arrangements, including internal controls, risk management and audit responses.

To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees.

To ensure that health and safety, fire safety and data protection legislation and best practice are adhered to across the Council's functions.

Scope of Resources:

To provide strategic oversight of the Council's staffing structure, training and human resource needs.

To support the Town Clerk in ensuring the effective recruitment, retention, and development of staff to meet the Council's objectives.

To monitor staff and councillor training programmes and their respective budgets.

To receive reports and recommendations from the Town Clerk on staffing matters, including regrading, pay levels and structural changes. Recruitment to all roles below the Town Clerk, where no changes to the job description are proposed, will be undertaken by the Town Clerk with members of the committee sitting on the interview panel.

To deal with personnel matters that fall outside the Town Clerk's delegated authority, including formal grievances and disciplinary matters (excluding appeals).

To conduct the Town Clerk's annual appraisal, set performance objectives, and support professional development.

To act as point of contact for formal complaints made by or against the Town Clerk.

To consider any other staffing matters referred to it by the Town Clerk or Full Council, without duplicating the operational management duties of the Head of Paid Service.

To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.

To ensure that the Council complies with health and safety legislation as it relates to the working environment, staff welfare, and employer responsibilities.

To oversee the strategic and policy aspects of the Council's acquisition, development and maintenance of its information technology, CCTV systems, and vehicles.

Authority	The Committee shall make informed recommendations to the Full Council for its approval in matters not delegated to the Committee. Where authority has been delegated the Committee may make decisions directly. The Chairman of the Committee will present and move recommendations at meetings of the Full Council where required.
Membership	A maximum of 7 Councillors will be elected to the Governance, Finance and Resources Committee at each Annual Meeting. The Chairman and Vice-Chairman of the council shall both be members
Quorum	3
Meeting Arrangements:	To meet quarterly The Standing Orders of the Council apply to all meetings.
Reporting:	The Chairman of the Committee shall report back to the Full Council with recommendations
Resources:	The Committee will have the use of the Council Office for meetings and the Clerk/RFO will produce agenda, minutes and advise on correct procedure.
Review:	Annually at the Annual Meeting of the Council