



Stratford-upon-Avon Town Council

GOVERNANCE, FINANCE AND RESOURCES COMMITTEE

TERMS OF REFERENCE

Policy Reference	Document Ownership	Review
	Governance, Finance and Resources Committee	September - Annually

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1. Purpose of Committee

- 1.1 The Governance, Finance and Resources Committee has responsibility for the oversight of the Council's governance framework, financial management, resources, staffing (other than the appointment of the Proper Officer) and policy matters in accordance with statutory requirements, subject to budget and expenditure limits set out in the Council's Standing Orders and Financial Regulations.

2. Sustainability

- 2.1 All committees should consider the environmental impact of any decision made by it on behalf of the Council.

3. Membership and Voting

- 3.1 The Committee will comprise of 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise and the Mayor.
- 3.2 The Chair of the Committee and Deputy Chair will be elected annually by the Committee at its first meeting following the Annual Meeting of the Council.
- 3.3 If the Chair is not able to attend a meeting, the Deputy Chair, where applicable, will take the meeting. If the Deputy Chair is not present, Members will elect another Member, to conduct proceedings for the duration of the meeting unless the Mayor is present when he/she would take the Chair.
- 3.4 In the case of a tied vote, the Chair will cast the deciding vote.
- 3.5 In the event of the resignation, death, or disqualification of a Councillor during the year any vacancy on the Committee will be filled at the next meeting of the Full Council.

4. Meetings

- 4.1 The Committee shall meet no less than four times a year with the date and time of ordinary meetings determined at the annual meeting of the Council.
- 4.2 Members will be summoned to attend meetings which will usually be held in the Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.
- 4.3 The Town Clerk/Chief Officer or Committee Chair may convene additional meetings as they feel necessary.
- 4.4 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 4.5 The Clerk, or other appropriate staff member will prepare and circulate to Councillors an agenda by email, at least three clear days prior to meeting, and will publish the agenda on the Council website and noticeboard.

4.6 Minutes of each meeting will be produced by the Clerk or nominated Officer. They will be circulated in draft to the Chair of the Committee promptly after each meeting and will be published to the Council's website.

4.7 Meetings shall be held in accordance with the Council's standing orders and shall be open to the public unless otherwise resolved under permitted exemption.

5. Quorum

5.1 The quorum of a committee shall be one third of its members and of a sub-committee, forum, panel or working party shall be one half of its members.

6. Accountability

6.1 The Governance, Finance and Resources Committee operates under the authority of Stratford-upon-Avon Town Council and is accountable to Full Council.

6.2 The Committee is subject to the Council's code of conduct, standing orders, and all relevant legislative obligations.

6.3 The Chair of the Committee shall ensure that the Committee operates within the terms of reference and brings any matters beyond its scope to the attention of the Town Clerk/Chief Officer for Full Council.

6.4 The Committee shall oversee both internal and external audit processes, including the monitoring of recommendations and ensuring appropriate actions are taken in response.

6.5 The Committee will also ensure that robust systems of internal control are maintained and reviewed on a regular basis.

7. Remit of the Committee

7.1 The Committee has delegated powers from Full Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside of the Committee's terms of reference shall be referred to Full Council.

7.2 The Committee may appoint sub-committees or working groups as necessary to carry out specific tasks or investigate particular issues. The Committee will determine the terms of reference, membership, and duration of any such sub-committees or working party which are to be in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

7.3 The Committee shall have delegated authority in accordance with the Council's Financial regulations and standing orders to:

Governance

7.3.1 Monitor and review the Council's Standing Orders, Financial Regulations and all policies and procedures for Council approval, ensuring they are legally compliant, up to date, and effectively implemented.

- 7.3.2 Consider corporate governance arrangements, including internal controls, and risk management and make recommendations to Council.
- 7.3.3 Respond to internal audit reports and reviews to Council.
- 7.3.4 Ensure that health and safety legislation, fire safety, compliance and data protection legislation and best practice are adhered to across the Council.

Finance (Including Risk Management and Insurance)

- 7.3.5 Consider all financial matters and report as necessary to Full Council.
- 7.3.6 Make recommendations on the proposed annual budget (including staffing, fees, charges and reserves) and precept to be levied for the ensuing year to Council.
- 7.3.7 Review the Annual Accounts (Financial Statements), Annual Governance Statement and Accounting Statements of the Annual Return (AGAR) for recommendation to Council.
- 7.3.8 Regularly and strategically review all aspect of the Council's financial performance against budget (including any financial overspend implications relating to the Town Council and its Standing Committees), submitting relevant reports and recommendations for review and approval at full Council meetings to ensure sound financial management.
- 7.3.9 Consider and make recommendations to Council on debt write- offs.
- 7.3.10 Undertake a Strategic and Financial Risk Assessment Management review, at least annually, to include an annual appraisal of approved suppliers and retained service providers.
- 7.3.11 Ensure that the RFO prepares the accounts of the Council and arranges the annual internal and external audits – making recommendation to Council on the appointment of the internal Auditor.
- 7.3.12 Release funds from earmarked reserves approved by Council.
- 7.3.13 Review the Council's risk including provision of insurance and make recommendations to Full Council, and to review the insurance policy to ensure it meets the requirements of the Council.
- 7.3.14 Consider ad hoc requests for funding outside of the initiatives timetable and make recommendations to Council.
- 7.3.15 Review any virement between budgets to be sanctioned by Council.
- 7.3.16 Oversee the Council's reserves strategy, future capital planning and procurements.

- 7.3.17 The appointment of the Council's bank/s, investment provider, insurance provider, and accountant; any necessary external consultants or contractors.
- 7.3.18 Recommend to Council any CIL spending projects.
- 7.3.19 Consider the provision of any new service, facility or asset and make recommendation to Full Council.

Human Resources

- 7.3.20 Provide strategic oversight of the Council's staffing structure, training and staffing resource levels necessary to enable the Council to work efficiently in the discharge of its functions and duties.
- 7.3.21 Recommend to Council the appointment or dismissal; and all matters relating to the Terms and Conditions of Contract and pay awards of the Town Clerk/Chief Officer.
- 7.3.22 The Chair of the Committee or alternative appointed Councillor to act as nominal line-manager of the Clerk and/or Proper Officer, including completing an annual appraisal on behalf of the Council.
- 7.3.23 To conduct the recruitment, determination, and appointment to staff vacancies (Excluding the Town Clerk/Chief Officer – Refer to paragraph 7.3.20).
- 7.3.24 Review job descriptions and person specifications on a regular basis.
- 7.3.25 Determine the grading, remuneration and terms and conditions of employment for all Council employees, including contracts of employment which are required to comply with employment law, health and safety legislation and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book").
- 7.3.26 Ensure that all grievance, disciplinary and capability procedures are enacted in accordance with the Council's policies and procedures; and form sub-committees or panel for grievances and appeals as required.
- 7.3.27 Undertake a Health & Safety Risk Assessment and a Risk Management review, at least annually.
- 7.3.28 Receive reports and recommendations from the Town Clerk/Chief Officer on staffing matters including leave entitlements, annual holidays, sickness and sickness management, statutory entitlements, special leave and TOIL (time off in lieu).
- 7.3.29 Ensure the effective recruitment, retention, and development of staff to meet the Council's objectives including Councillor training.
- 7.3.30 Review the employee working environment, conditions and facilities, at least annually.

7.3.31 Review security arrangements to safeguard administrative and event staff when the Town Hall is open to outside organisations and members of the public.

7.4 The Committee shall:

7.4.1 Appoint the Council's Chaplain on an annual basis, considering the personal preferences of the Mayor Elect.

7.4.2 Appoint the Civic Photographer or make arrangements for civic events to be captured pictorially.

7.4.3 Oversee the Asset Register Review Group and approve and adopt its minutes accordingly.

7.4.4 Respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees.

7.4.5 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council.

7.4.6 Advise Council of any recommended change to the Committee's Terms of Reference

8. Officer Delegations

8.1 Delegation to the Town Clerk/Chief Officer or Responsible Financial Officer after consultation with the Chair or Deputy Chair in the Chair's absence:

8.1.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee.

8.2 Delegation to the Town Clerk/Chief Officer or Responsible Financial Officer and Officers:

8.2.1 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk/Chief Officer, the approval by the Finance & Facilities Officer (FFO) of expenditure of £1,000.00 or less relating to any matter within the Committee's responsibilities.

8.2.2 The approval by the Town Clerk/Chief Officer or Responsible Financial Officer (RFO) of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities.

9. Review

9.1 The Terms of Reference are to be reviewed annually in September.

**Terms of Reference
Control Sheet**

Version	Amendment (Including paragraph)	Review Date	Date Adopted