

# Finance, Governance and Asset Management committee

## Terms of Reference

Agreed by town council 18.05.26, minute T7/26

a) **Membership:** Seven Councillors including the Chairs of all other committees, the Chair of the Personnel Sub-Committee, plus the Mayor (ex officio).

b) **Committee Purpose:**

- i) **Strategic:** Define and oversee projects, programmes and services which work towards the council's objective "To manage the Council's assets efficiently and effectively to meet the needs of the community now and in the future."
- ii) **Operational:** Agree performance standards for identified functions set out below and periodically review process efficiency and operational performance against those standards.

- (a) Oversight of the Strategic Plan
- (b) Corporate management
- (c) Central services, administration and Roysse Court office
- (d) Corporate governance
- (e) Democratic services
- (f) Finance, budgeting and risk management
- (g) Property management (except where specifically delegated to other committees)
- (h) Human resources and staffing
- (i) Grants made by the council (unless delegated to a committee of the council in the subsequent clauses)

iii) **Specific Delegations**

1. To deal with all matters pertaining to the performance, terms and conditions of service, and superannuation of the council's staff and making appropriate recommendations, relying where appropriate on the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved local conditions of service.
2. To oversee all matters relating to staffing, including appointments and terms and conditions of service and HR policies.
3. To ensure that the training needs of members and staff are met and to ensure that the council provides a safe working environment regarding health and safety and other statutory obligations.
4. To recommend to council the annual budget, variations and supplementary estimates relating to budgets of the standing committees and any corporate plans, strategies and policies.

5. To advise the council on the financial implications and funding of any capital or revenue projects.
6. To advise the council in relation to the disposal, acquisition or renewal of any property interests.
7. To oversee the council's relationship with tenants and lessees and both the council's and the tenant's/lessee's compliance with their obligations under the applicable legal agreement.
8. To receive notification of monies arising from the Community Infrastructure Levy (CIL) and make recommendations to council on the use of CIL funds.
9. To make recommendations to council in relation to approval or delegation to a committee of the control of draw-downs from the council's earmarked reserves;
10. To make recommendations to council in respect of applications from other committees to draw on the council's pooled property fund.
11. To agree a programme of internal audit and to ensure that all areas for improvement identified therein are actioned accordingly.
12. To receive reports from auditors and to make recommendations regarding any matters arising from such reports.
13. To approve payments of accounts in accordance with the standing orders, to monitor the level of council income and expenditure compared with the council's approved estimates and to control the management of the council's financial resources including bank accounts and investments.
14. To oversee the collection of income and the write-off of irrecoverable debts as detailed in the council's financial regulations;