

SANDBACH TOWN COUNCIL

FINANCE POLICY & GOVERNANCE COMMITTEE



TERMS OF REFERENCE SANDBACH TOWN COUNCIL

Approved by Council: 13 September 2023

Review Date: AGM May 2027

This document supersedes the Terms of Reference/Delegation dated July 2018.

10 Members of the Authority

Quorum = 4

Responsible for the management and oversight of all matters relating to the council finances, policies and governance. It determines the Council's spending priorities and recommends the annual budget to Council. The Finance Committee can make grants to local organisations for the benefit of the people of Sandbach.

Meetings: Quarterly to reflect the financial cycle.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1		Delegation of Functions Column 2
1.	<p>Resources</p> <p>To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Committee for management overview. • Operational management to Town Clerk and Responsible Financial Officer (RFO), in accordance with Financial Regulations & Standing Orders.
2.	<p>Governance</p> <p>To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to advise and implement
3.	<p>To advise Council on the Constitution, Corporate Strategy and other policy documents not specifically allocated to other standing committees</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to advise and implement
4.	<p>To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,</p>	<ul style="list-style-type: none"> • Town Clerk to advise and implement
5.	<p>Civic Functions</p> <p>To administer and oversee the civic functions of the Town Council. in consultation with other committees where appropriate.</p>	<ul style="list-style-type: none"> • Finance, Policy & Governance Committee for management overview within Policy and Budget. • Town Clerk for Operational Management
6.	<p>To administer the office of the Mayor</p>	<ul style="list-style-type: none"> • Finance, Policy & Governance Committee for management overview within Policy and Budget. • Town Clerk for Operational Management
7.	<p>Finance Under the direction of the Council:</p> <p>To be responsible for the overall management and control of the finances of the Council.</p>	<ul style="list-style-type: none"> • Council to approve banking arrangements • Committee for managerial overview • RFO/Town Clerk in accordance with Financial Regulations and for operational management

8.	To monitor the Council's capital and revenue budgets.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.
9.	Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> • Committee, Town Clerk & RFO as set out in Financial Regulations
10.	To authorise payments in accordance with Financial Regulations	<ul style="list-style-type: none"> • Committee, Town Clerk & RFO as set out in Financial Regulations
11.	Approval of Orders for work, goods or services & acceptance of tenders	<ul style="list-style-type: none"> • Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations & Standing Orders for Contracts. • Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders
12.	To make recommendations to the Council on Budget & Precept requirements.	<ul style="list-style-type: none"> • Committee • RFO/Town Clerk to prepare draft Budget & Budget Report with accountancy support as necessary.
13.	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	<ul style="list-style-type: none"> • Committee
14.	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> • Committee
15.	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> • Committee, Town Clerk/RFO
16.	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Town Clerk/RFO for renewal & operational matters. • Committee for overview, tendering & changes of cover.
17.	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> • RFO/Town Clerk • Authorised signatories to authorise Mandate & payments in accordance with Financial Regulations
18.	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> • Committee for management overview • RFO/Town Clerk for operational management
19.	Approval of all fees and charges annually	<ul style="list-style-type: none"> • Committee to recommend with ratification from full Council.
20.	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	<ul style="list-style-type: none"> • Committee for aged debt in accordance with Financial regulations. • RFO for routine actions to recover
21.	Authorisation of investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> • Committee
22.	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
23.	To approve all security of the Council in respect of information technology and finance.	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations
24.	Procurement To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk RFO for operational management in accordance with Financial Regulations, & any Standing Orders for Contracts & Procurement Policy

25. 26.	<p>Grant Scheme</p> <p>To administer the Council's Grant Scheme in accordance with its policy, including small grants scheme introduced 2022.</p> <p>To advise on the formulation and amendment to Grant Policy to ensure alignment with Corporate Strategy.</p>	<ul style="list-style-type: none"> • Committee for management overview within Policy & Budget. • Town Clerk for operational management • Delegated authority for grants under £500. • Committee for approvals up to £5000. • Recommend grants above £5000 to Council • Committee
27. 28. 29.	<p>Information Technology Services</p> <p>To oversee the use of information and other technology in support of the Council's business and service commitments.</p> <p>Amendments & updates to layout of Web Site</p> <p>To approve all security arrangements of the Council in respect of computers and financial issues.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Town Clerk ▪ Management overview to Committee & to let contracts within approved budget & policy. ▪ Town Clerk for updates & layout. ▪ Committee for new websites & contracts within budget. • Committee/Town Clerk/RFO in accordance with Financial Regulations
30. 31. 32.	<p>Performance & Business Management</p> <p>To be responsible for monitoring the overall performance of the Council</p> <p>Approval of Corporate Business/Delivery Plan</p> <p>Approval of Operating Procedures</p>	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management. • Committee • Town Clerk to determine underlying Action & Project Plans • Committee for initial Financial Procedures • Town Clerk for other procedures and updating financial procedures
33. 34. 35. 36. 37.	<p>Asset Management</p> <p>To have oversight of assets and the transfers of assets.</p> <p>Maintenance of the Asset Register</p> <p>Corporate landlord management, repair & maintenance, leasing & licensing of Council land & buildings</p> <p>Provision and management of office accommodation, other corporate property, land and relevant fixtures and fittings</p> <p>Responsibility for energy conservation and disabled access.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to update at least annually • Chairman to verify • Committee to monitor • Council for acquisition and disposal • Management overview to Committee within budget & policy • Town Clerk for operational management • Management overview to Committee • Town Clerk for operational management • Management overview to Committee • Town Clerk for operational management
38. 39. 40.	<p>Audit</p> <p>To receive, and formulate a response to interim internal audit reports</p> <p>To make recommendations to Council in respect of the appointment of the Council's internal auditor.</p> <p>To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to support. • Committee • Town Clerk to support with operating procedures • Committee

41.	To prepare the Council's annual business risk assessment	<ul style="list-style-type: none"> • Town Clerk • Committee to approve it and monitor recommended actions are implemented.
42.	To agree an annual programme of Member Audit checks on financial procedures, other governance and operational procedures, to undertake these audits (and to establish sub-committees for this purpose) and to receive reports on those audits	<ul style="list-style-type: none"> • Committee • Town Clerk for operational management
43.	Final Internal and External Audit Reports	<ul style="list-style-type: none"> • Council to receive external audit report and final internal audit report. • Committee to advise Council on response as necessary • Town Clerk/ RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.
Information and Data Protection		
44.	Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> • Advice to Council
45.	Decisions on issues relating to Data Protection & Human Rights.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests • Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer. • Town Clerk to update Privacy notices of all categories.
46.	Decisions on issues relating to Access to Information, & Freedom of Information.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee • Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation & policy and respond to matters raised by the Information Commissioner.
Ethical Framework		
47.	To monitor and control the Council's Ethical Framework, Member Code of Conduct and related protocols	<ul style="list-style-type: none"> • Management overview & monitoring to Committee. (for officer delegation see Council TOR)
Communications/Public Relation and Marketing		
48.	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
49.	To promote customer care and equality in service delivery and access	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
50.	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
51.	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
52.	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<ul style="list-style-type: none"> • Committee

Notes:

References to Town Clerk translate to Chief Officer and / or Chief Officer's office as determined by the Chief Officer;

Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return;

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to;

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.