

## **TERMS OF REFERENCE, ROLE, DUTIES AND DELEGATED AUTHORITY TO STANDING COMMITTEES**

### **Finance, Governance and Personnel Committee**

The main role of this standing committee covers the following different areas of the council's work.

It will oversee the Council's adherence to the approved financial regulations and the Council's effective financial management.

It will ensure that the Council meets all good governance requirements and that processes and procedures are fit for purpose.

It will oversee the production and delivery of effective Council employment policies and procedures.

Within the above broad remit, the committee will have the following terms of reference;

1. The Chair of the Committee (or in their absence, the Vice Chair) will deal with all aspects of the Town Clerk's line management.
2. It will oversee any legal action by or against the Council in conjunction with any relevant committee and under the direction of the Town Council.
3. It will work closely with the RFO/Town Clerk in the production of an annual budget taking into account the stated requirements of the other standing committees for the approval of the Council.
4. Responsible for the production by the RFO of the monthly financial information required for the efficient administration of the Council and its committees.
5. Responsible for the effective credit control required by the Council.
6. Accountable to the Council for ensuring that effective and auditable financial systems and procedures are in place and continually assessed and improved.
7. Accountable to the Council for the effective relationship with the Internal Auditor.
8. Accountable to the Council for ensuring the Council's consideration of any advice and guidance and adherence to all requirements, rules and regulations issued by the Auditor General for Wales.
9. Accountable to the Council for all actions required by the Council's approved Financial Regulations.
10. Responsible for review of the following:
  - a. code of conduct
  - b. standing orders
  - c. financial regulations
  - d. all employee and employment policies and procedures
  - e. press/media policy
  - f. procurement policy and procedure
  - g. reserves policy
  - h. complaints procedure and establishment of a complaints and appeals panel when necessary
  - i. financial risk management policy
11. Responsible for the production and review of all Council policy documents to be approved by Council ensuring at all times that all legal policy requirements are met.
12. Accountable to the Council for ensuring that all members are furnished with the Councils standing orders, financial regulations and code of conduct.
13. Responsible for identification and arrangement of member training requirements.

14. Responsible for approval of staff training requirements, following appraisal process.
15. Accountable to the Council for all Member expenses and payments.
16. Responsible for overseeing the SLA for HR with the County council.
17. Responsible for the establishment and delivery of any Grievance Panels, Disciplinary Panels and Appeals Panels that may be required from time to time.
18. It will produce an annual internal report on the Council's delivery against the strategic plan for consideration by the Council.
19. Responsible for the establishment of any sub-committees, advisory committees or task and finish groups as may be required and within the requirements of the Council's standing orders.

### **Delegated Authority**

In meeting the above terms of reference, duties and responsibilities the Council resolves to delegate to this committee full authority to take all decisions necessary for the delivery of these duties but within the limits of the annual total budgets set by the Council for these activities and as amended by the Council from time to time.

The Council further delegates to this committee the authority to carry out any adjustment to the individual budget headings under its delegated authority provided any adjustment to the individual budget headings never exceed the sum total of the budgets delegated to it by the Council.