



# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **POLICY AND RESOURCES** **COMMITTEE**

Adopted by the Council at its Meeting held on 1<sup>st</sup> July 2019

# BOGNOR REGIS TOWN COUNCIL

## TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

**9 Members of the Authority**

**Quorum = 3**

### **Purpose**

The Policy and Resources Committee (P&RC) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the decisions of P&RC shall take precedence.

<b>Function of Committee</b>		<b>Delegation of Functions</b>
<b>Column 1</b>		<b>Column 2</b>
<b>1.</b>	<b>Governance</b>	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
1.2	To advise Council on the need for new services and facilities and major changes in administration.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
1.3	To advise Council on new or revised policies	<ul style="list-style-type: none"> <li>• Committee after considering the advice of the Town Clerk.</li> </ul>
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	<ul style="list-style-type: none"> <li>• Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee</li> </ul>
1.5	To resolve disputes between two other committees	<ul style="list-style-type: none"> <li>• Committee, decision shall be final</li> </ul>
1.6	To review the terms of reference of committees whilst considering proposals from other committees	<ul style="list-style-type: none"> <li>• Committee to recommend to Council</li> </ul>
1.7	To agree terms of reference of any sub-committees established by itself or another committee	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>2.</b>	<b>Resources</b>	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> <li>• Committee for strategic overview.</li> <li>• Operational Management to Town Clerk (RFO), &amp; other officers in accordance with Financial Regulations.</li> <li>• Strategic advice by Town Clerk &amp; Accountant</li> </ul>
<b>3.</b>	<b>Finance</b>	
3.1	Under the direction of the Council: - To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• RFO / Town Clerk in accordance with Financial Regulation and for operational management</li> </ul>
3.2	To formulate the annual budget for Council and submit recommendations on budget & Precept requirements by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk/RFO to prepare draft Budget &amp; Budget Report in consultation with the Accountant, Chairman and political group leaders</li> </ul>
3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> <li>• Committee/ RFO in accordance with Financial Regulations.</li> </ul>

3.4	Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> <li>• Committee, Town Clerk / RFO as set out in Financial Regulations</li> </ul>
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.6	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> <li>• Committee, Town Clerk/RFO</li> </ul>
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> <li>• Town Clerk for renewal &amp; operational matters.</li> <li>• Committee for tendering &amp; changes of cover.</li> </ul>
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> <li>• RFO</li> <li>• Authorised signatories to authorise Mandate</li> </ul>
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> <li>• RFO, &amp; Committee as set out in the Financial arrangements</li> </ul>
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> <li>• Committee in accordance with Financial regulations</li> </ul>
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk/ RFO in accordance with Financial Regulations</li> <li>• Other officers as approved Budget holders as set out at the end of this Terms of Reference.</li> <li>• Exemption from Financial Regulations or Standing orders for Contracts reserved to Council.</li> </ul>
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk in accordance with Financial Regulations</li> </ul>
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> <li>• Committee/Town Clerk in accordance with Financial Regulations</li> </ul>
<b>4.</b>	<b>Grant Scheme</b>	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> <li>• Oversee to ensure delivery of sponsored events</li> <li>• To negotiate the return of sponsorship money if events do not take place</li> </ul>
4.4	Grants and sponsorship for cultural activities in the Town	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	<ul style="list-style-type: none"> <li>• Committee, but may refer to Community Engagement and Environment Committee</li> </ul>
4.6	To advise Council on the formulation and amendment of its Grants Policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
4.7	Powers to make grants for bus services or taxi concession	<ul style="list-style-type: none"> <li>• Committee within any policy adopted by Council</li> </ul>
4.8	To support a CAB for the Town, Local Government Act <b>1972, s 142</b>	<ul style="list-style-type: none"> <li>• Committee under the direction of Council</li> <li>• Grants to Policy and Resources Committee</li> <li>•</li> </ul>

5.	<b>Information Technology Services</b>	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> <li>Operational Management to Town Clerk</li> <li>Strategic Overview to Committee &amp; Contracts within approved budget.</li> </ul>
5.2	Amendments & updates to layout of Web Site	<ul style="list-style-type: none"> <li>Town Clerk for updates &amp; layout</li> <li>Committee for new websites &amp; contracts within budget.</li> </ul>
6.	<b>Procurement</b>	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	<ul style="list-style-type: none"> <li>Committee for strategic overview</li> <li>Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts &amp; Procurement Policy</li> </ul>
7.	<b>Performance &amp; Business Management</b>	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
7.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> <li>Committee</li> <li>Town Clerk to determine underlying Action &amp; Project Plans</li> </ul>
8.	<b>Quality &amp; Integrated management System</b>	
8.1	To promote efficiency, value for money and an integrated approach to management	<ul style="list-style-type: none"> <li>Operational management &amp; approval of operational procedures to Town Clerk</li> </ul>
8.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes	<ul style="list-style-type: none"> <li>Overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
8.3	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
9.	<b>Communications / Public Relations and Marketing</b>	
9.1	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"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
9.2	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
9.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
9.4	To advise Council on adoption of a Publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
10.	<b>Land &amp; Asset Management</b>	
10.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> <li>Town Clerk (Chairman to verify annually)</li> </ul>
10.2	Provision & management of office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
10.3	Provision of common land	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
10.4	Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
10.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
10.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215  Power to provide and equip community buildings, Local Government Act 1972, s 133	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>

10.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> <li>• Strategic overview within policy &amp; budget to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
<b>11.</b>	<b>Audit</b>	
11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to support with operating procedures</li> </ul>
11.2	To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> <li>• Committee generally, Council if change of policy required.</li> <li>• Council to receive external audit reports.</li> </ul>
11.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Policies reserved to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>12.</b>	<b>Crime &amp; Disorder</b>	
12.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• Town Clerk for operational management</li> <li>• Management and maintenance of any CCTV.</li> </ul>
12.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> <li>• Committee/ Town Clerk in accordance with Council direction.</li> </ul>
12.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
12.4	To liaise with the Police Authority & Constabulary	<ul style="list-style-type: none"> <li>• Committee to respond to consultations</li> </ul>
12.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> <li>• Committee within policy &amp; budget</li> <li>• Town Clerk for operational matter</li> </ul>
<b>13.</b>	<b>Town Development &amp; Tourism</b>	
13.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> <li>• Committee within Policy and Budget</li> </ul>
13.2	To promote tourism within the Town and power to encourage visitors	<ul style="list-style-type: none"> <li>• Committee within Policy and Budget</li> </ul>
13.3	Power to provide conference & other facilities	<ul style="list-style-type: none"> <li>• Committee within Policy and Budget</li> </ul>
13.4	To promote regeneration in the Town	<ul style="list-style-type: none"> <li>• Committee under the direction of Council</li> </ul>
13.5	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> <li>• Committee in conjunction with Planning Committee</li> </ul>
13.6	To support skills & training for local businesses	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>14.</b>	<b>Personnel</b>	
	To administer personnel matters on behalf of the Council after receiving recommendations from the Joint Consultative Sub-Committee Staffing	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
14.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> <li>• Town Clerk reserved for Council, except increments which are determined by Committee</li> </ul>
14.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> <li>• All other staff to Committee including payment of honoraria</li> </ul>
14.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> <li>• Committee, except Town Clerk reserved to Council</li> </ul>
14.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> <li>• Committee, including discretionary provisions of National Joint Agreement</li> </ul>
14.5	Appointment of Staff	<ul style="list-style-type: none"> <li>• Recommend appointment of Town Clerk to be endorsed</li> </ul>

		<ul style="list-style-type: none"> <li>• by Council.</li> <li>• Selection of long list for Town Clerk list by personnel advisor.</li> <li>• Selection of final short list for Town Clerk - Chairman &amp; Vice Chairman, + Mayor &amp; Deputy Mayor</li> <li>• Final Interview - 5 members of Committee + Mayor</li> <li>• Appointment of other management Staff to Town Clerk &amp; 2 Members of Committee</li> <li>• Appointment of other Staff to Town Clerk</li> <li>• Town Clerk for casual staff and temporary appointments to approved positions</li> <li>• Decision on whether to fill vacant positions is delegated to Town Clerk</li> <li>• Decision on recruitment of contract staff or interim contract staff to Committee</li> </ul>
14.6	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> <li>• Town Clerk with appeal to Policy and Resources Committee Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&amp;RC and not previously connected to the process.</li> <li>• Dismissal of Town Clerk to be ratified by Council</li> </ul>
14.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> <li>• Committee - however in the case of the Town Clerk to Council.</li> </ul>
14.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> <li>• Committee (Council in case of Town Clerk)</li> <li>• Administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions</li> <li>• Pensions Discretions Policies to Committee</li> </ul>
14.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
14.10	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of the Town Clerk</li> </ul>
14.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> <li>• Council</li> </ul>
14.12	Competence Procedure	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> <li>• Model Contract approved by Committee</li> </ul>
14.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
14.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
14.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> <li>• Council</li> </ul>
14.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> <li>• Committee for approval of Policy other than General Statement &amp; Organisation which are reserved for Council</li> </ul>
14.17	Health & Safety	<ul style="list-style-type: none"> <li>• Committee for monitoring &amp; overview</li> <li>• Town Clerk for management on advice from consultants</li> </ul>
14.18	Grievance Procedure	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
14.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> <li>• Town Clerk for all staff often delegated to direct manager.</li> <li>• Mayor, P&amp;RC Chairman and one other Member of Committee for Town Clerk</li> </ul>
14.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
14.21	Training & Development Plan	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>

14.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
14.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
<b>15.</b>	<b>Burial Facilities</b>	
15.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> <li>• Acquisition &amp; provision reserved for Council</li> <li>• Operational management to Town Clerk</li> <li>• Strategic overview to Committee within budget &amp; policy</li> </ul>
15.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> <li>• Operational management to Town Clerk</li> <li>• Strategic overview to Committee within budget &amp; policy</li> </ul>
15.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
<b>16.</b>	<b>Public Realm &amp; Public Facilities</b>	
16.1	Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
16.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> <li>• Committee within budget</li> </ul>