



CONSTITUTION AND TERMS OF REFERENCE FOR THE STANDING COMMITTEE ON POLICY

Agreed By Council 16 May 2017

Membership

The committee shall consist of a Chairman elected by the Council, the Town Mayor (or the Deputy Town Mayor should the Town Mayor have been elected Chairman of the Committee), the Chairman of each of the Council's Standing Committees and no more than two other Members of the Council elected by the Council. The Town Mayor shall deputise for the Chairman on occasions when the latter is not present. In the event that a member is unable to attend a meeting of the Committee, that member's place at that meeting shall be taken by the member designated by the Standing Committee of which that member is Chairman.

Broad areas of competence of the Committee

Strategic Finance
Strategy
Governance
Employment

Terms of reference of the Committee

The Committee shall have delegated spending powers in line with the budget established at the Annual Budget meeting of the Council. On behalf of the Council, the committee shall have delegated powers and authority to:

A Strategic Finance

- 1 consider all requests by committees to make any virement from one budget line to another where this affects the achievement of the Council's declared strategic aims and make recommendations to Council;
- 2 consider as soon as possible after the end of the financial year the overall outturn position of all committees against budgets and reserves and reports to Council;
- 3 recommend, for the purpose of submission of the precept requirements, a summary of proposed expenditure of all the Committees for the next financial year for submission to, and approval of, the Council no later than the Council's meeting in November of the current year;

B Strategy

- 1 make periodic recommendations to the Council as to its future strategic objectives following consultation with partners and all individual Members of the Council;
- 2 ensure the Council's strategic aims and decisions are communicated consistently and effectively across all available media;
- 3 manage the maintenance of the Council's information media;
- 4 undertake risk analyses and feasibility studies for the devolution of services to the Town Council from the principal local authority and other public bodies, and make recommendations for such devolution to the Council;

C Governance

- 1 consider matters are of an urgent nature but do not fall within the terms of reference of any other committee;
- 2 monitor the effectiveness of and efficiency of the Council's operation and make reports to the Council;
- 3 consider the need for receiving legal advice in relation to the Council's activities, and respond to legal advice received;

D Employment

- 1 make arrangements for the recommendation to the Council for appointment and dismissal of employees;
- 2 make arrangements for, and receive reports on, the periodic review of employee performance and the agreement of the training needs of employees;
- 3 formulate the council's policies and procedures relating to personnel and employment issues;
- 4 make recommendations to the Council relating to any request from a Member involved in any allegation of breach of the code of conduct to grant a legal financial indemnity in respect of legal costs;
- 5 regularly review the Council's policies and procedures relating to employee discipline;
- 6 make recommendations to the Council relating to accountability, reporting and line management arrangements for Council employees;
- 7 consider other matters related to human resource issues referred to the Committee and to make recommendations to the Council.