

ALSAGER TOWN COUNCIL

ALSAGER INSTITUTE COMMITTEE TERMS OF REFERENCE

7 Members of the Town Council		Quorum = 3
Function of the Alsager Institute Committee		Delegation of Function
Alsager Institute (Registered Charity No 52002/1 Scheme No 125029)		
	Power to administer the Institute Building for the purposes of physical & mental training, recreation & social, moral & intellectual development. Charity Commission Scheme dated 10 February 1948 and transfer of trustee status to Alsager Town Council LG Act 1972. s.210	<ul style="list-style-type: none"> • Strategic management of the Institute within Policy & Budget to Institute Committee • Operational Management of the Institute within Policy & Budget to Town Clerk.
1.	Management	
1.1	To oversee and direct the day-to-day management of the Institute.	<ul style="list-style-type: none"> • Operational Management to Civic Manager • Committee for strategic overview
1.2	To consider applications for hire of the Institute.	<ul style="list-style-type: none"> • Operational Management to Civic Manager • Committee
1.3	To consider any matter referred to it by the Town Council.	<ul style="list-style-type: none"> • Committee
2.	Finance	
2.1	To be responsible for the overall management and control of the finances of the Institute	<ul style="list-style-type: none"> • Committee for strategic overview • Finance Officer in accordance with Financial Regulations and for operational management
2.2	To prepare and monitor the annual Institute Budget.	<ul style="list-style-type: none"> • Committee/Finance Officer in accordance with Financial Regulations
2.3	Approval of all fees and charges for users of the Institute.	<ul style="list-style-type: none"> • Committee
2.4	To consider reports on outstanding debts due to the Institute and to undertake recovery or write off	<ul style="list-style-type: none"> • Committee in accordance with Financial Regulations
2.5	To issue orders for work, goods and services.	<ul style="list-style-type: none"> • Committee/Finance Officer/Civic Manager in accordance with Financial Regulations
2.6	To approve all security arrangements in respect of the Institute.	<ul style="list-style-type: none"> • Committee/Asset Manager

3.	Performance & Business Management	
3.1	To be responsible for monitoring the performance of the Institute.	<ul style="list-style-type: none"> Operational Management to Civic Manager/Finance Officer Strategic Overview to Committee
4.	Quality & integrated Management System	
4.1	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> Operational Management to Civic Manager Strategic Overview to Committee
5.	Communications/Public Relations and Marketing	
5.1	To co-ordinate and promote access to the Institute facilities.	<ul style="list-style-type: none"> Operational Management to Civic Manager Strategic Overview to Committee
6.	Asset Management	
6.1	Maintenance of the Asset Register for the Institute.	<ul style="list-style-type: none"> Finance Officer Asset Manager
7.	Audit	
7.1	To receive the Annual Report and Statement of the Internal Auditor.	<ul style="list-style-type: none"> Committee
7.2	To receive, approve and action interim audit report.	<ul style="list-style-type: none"> Committee
8.	Staff	
8.1	To manage the day-to-day work of the Town Council staff working at the Institute.	<ul style="list-style-type: none"> Operational Management to Asset Manager/Civic Manager Strategic Overview to Committee
9.	Health and Safety	
9.1	To be responsible for the Health and Safety of users of the Institute.	<ul style="list-style-type: none"> Committee/Town Clerk
9.2	Health & Safety issues include: <ul style="list-style-type: none"> Asbestos regulations Gas & electricity safety Fire safety First aid Pest control Refuse collection Risk assessment Water safety 	<ul style="list-style-type: none"> Operational Management to Asset Manager

N.B. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Clerk following consultation with the Chairman of the Institute Committee, if the matter cannot wait until the Town Clerk returns.

Notes

- Meetings of the Institute Committee will be conducted in accordance with the Town Council's Standing Orders
- Financial transactions/contractual arrangements shall be in accordance with the Town Council's Financial Regulations.