

ALSAGER TOWN COUNCIL
FINANCE, POLICY & GOVERNANCE COMMITTEE
TERMS OF REFERENCE

9 Members of the Authority		Quorum: 4
Function of Committee		Delegation of Function/s
Resources		
1	To oversee and direct the use of financial and technological resources in accordance with the Town Council's Finance Strategy.	Operational Management to the Town Clerk Committee for strategic overview
Finance		
2	Under the direction of Council: <ol style="list-style-type: none"> 1. To be responsible for the overall management and control for the finances of the Council and authorisation of payment of accounts. 2. To monitor the Council's capital and revenue budgets. 3. Recommendation of variations, overspend and virement in accordance with Financial Regulations. 4. To make recommendations to the Council on Budget and Precept requirements. 5. To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue. 6. To advise the Council on the borrowing policy, investment treasury management and the Reserves Strategy. 7. To monitor the performance of all funds invested. 8. To supervise the Council's insurance arrangements. 9. To supervise the Council's banking arrangements. 10. To be responsible for all matters related to the full range of financial and accountancy functions including VAT Returns. 11. To consider reports on outstanding debts due to the Council and to recommend to Town Council to undertake recovery or write off. 	Committee for strategic overview Town Clerk in accordance with Financial Regulations and for operational management. Committee/Town clerk in accordance with Financial Regulations. Committee and Town Clerk as set out in the Financial Regulations to recommend to Town Council Committee Town Clerk/Finance Manager to prepare draft budget Committee Committee Town Clerk/Finance Manager Town Clerk Town Clerk/Finance Manager Authorised signatories to authorise mandate. Town Clerk/Finance Manager Committee to recommend to Town Council

	12. To approve orders for work, goods and services.	Committee/Town Clerk in accordance with Financial Regulations.
	13. To approve all security arrangement of the Council in respect of computers and financial issues.	Committee or Town Clerk in accordance with Financial regulations.
	14. To recommend investment and debt repayment in accordance with the Council's policy.	Committee to recommend to Town Council
	15. To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets.	Committee/Town Clerk in accordance with Financial Regulations.
Grant Scheme		
3	1. To administer the Council's Grant Scheme in accordance with its policy.	Committee
	2. To approve grants up to £5,000 and to recommend to Council grants in excess of this.	Committee to approve grants up to £5,000 in line with Financial Regulations
	3. To advise on the formulation and amendment to Grant Policy	Committee
Policy and Governance		
4	4.1 To make recommendations to Council on adoption and amendment of the Council's Corporate Strategy.	None
	4.2 To make recommendations to Council on Cheshire East Borough Council.	None
	4.3 To make observations to Council on Cheshire East Borough Council Community Plans.	None
	4.4 To make recommendations to the Council on: <ul style="list-style-type: none"> - Corporate Policies - Financial Policies - Personnel Policies - Environmental Policies - Social and Community Policies - Publicity and Marketing Policies - Committee Structure Terms of Reference - Publications Scheme - Allowances Scheme - Other policies not specifically delegated to a particular Committee. 	None
Information Technology Services		
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5	5.1 To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational Management to Town Clerk Strategic Overview to Committee
	5.2 Amendments to layout and development of website.	Town Clerk
Procurement		
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6	6.1 To co-ordinate and oversee the Town Council's Corporate Procurement Policy.	Operational Management to Town Clerk Strategic Overview to Committee
Performance & Business Management		
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7	7.1 To be responsible for monitoring the performance of the Council.	Operational Management to Town Clerk

	7.2	To monitor the progress of the Capital Programme.	Strategic Overview to Committee Committee
Quality & integrated Management System			-
8	8.1	To promote customer care and equality in service delivery and access in accordance with the Town Council's Policies.	Operational Management to Town Clerk Strategic Overview to Committee
	8.2	To promote Quality Council Status	Operational Management to Town Clerk.
	8.3	To oversee Corporate Risk Management	Strategic Overview to Committee
Communications/Public Relations and Marketing			
9	9.1	To promote customer care and equality in service delivery and access.	Strategic Overview to Committee.
	9.2	To co-ordinate and promote access to Council Services and public information in accordance with the Town Council's Publication Scheme & Communications Policy	Operational Management to Town Clerk
	9.3	To promote the public face of the Council through the management of public and media relations in accordance with the Town Council's Media Policy.	Operational Management to Town Clerk.
	9.4	To promote implementation of corporate policies in respect of corporate marketing & communication.	Strategic Overview to Committee Operational Management to Town Clerk
Asset Management			-
10	10.1	Maintenance of the Asset Register	Town Clerk
	10.2	Provision and management of Office accommodation 3 Lawton Road Alsager, other Corporate property, land and relevant fixtures and fittings.	Operational Management to Asset Manager
	10.3	Responsibility for energy conservation and disabled access.	Strategic Overview to Committee
	10.4	Corporate Landlord management, repair and maintenance, leasing and licensing of council land and building.	Operational Management to Town Clerk
Audit			-
11	11.1	To receive the Annual Internal and External Audit Report	Operational Management to Town Clerk Committee
	11.2	To receive, approve and action interim reports	Committee
	11.3	To administer and advise Council on matters of General Data Protection Regulations, Access to Information, Freedom of Information and Human Rights in accordance with Town Council Policies.	Operational Management to Town Clerk

N.B. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Clerk after seeking relevant consultancy advice, if the matter cannot wait until the Town Clerk returns.