

## POWERS AND DUTIES OF COMMITTEES

### POLICY & RESOURCES COMMITTEE - POWERS AND DUTIES

#### 1. Performance Monitoring

To make recommendations to the Council in regard to targets and monitor performance against those targets reported from time to time and as directed by the Council.

#### 2. Policies

- (a) To ensure the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- (b) To keep under review the policies and resources of the Council in relation to all services and to advise the Council on the future development of existing or the introduction of new services.
- (c) To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.
- (d) To consider and report to the Council upon all resolutions relating to Parliamentary matters and those resolutions passed by other local authorities and bodies and forwarded to the Council for consideration save where these are specifically assigned to other committees.
- (e) To establish and foster civic relationships with such bodies or organisations as the Council may authorise.

#### 3. Pre-School Learning Centre

To appoint annually and to assign to the Pre-School Sub-Committee the following functions:-

- (a) To have responsibility for the care, management, regulation and control of the Council's Pre-School Learning Centre and the land and property used by the Council in the provision of the Centre, and within the budget set by the Council from time to time, and in accordance with the policies of the Council.
- (b) To ensure compliance with the Ofsted registration requirements for Early Years Register.
- (c) To ensure delivery of the Statutory Framework for the Early Years Foundation Stage.
- (d) To monitor the Centre's performance against the required standards.
- (e) To consider and make recommendations to the Policy and Resources Committee on the results of any official inspection (Ofsted) of the Council's Pre-School Learning Centre.

- (f) To consider and make recommendations on any advisory report or action plan relating to the Pre-School and to monitor progress against that plan.
- (g) To make recommendations to the Policy and Resources Committee in relation to the budget for the Pre-School Learning Centre.
- (h) To undertake appropriate training relating to the requirements of child care providers.
- (i) To consider future expansion of provision of the Pre-School service and make recommendations to the Policy and Resources Committee.

#### 4. Corporate

- (a) To deal with all electoral matters affecting the Council.
- (b) To make recommendations to the Council on all matters affecting the boundaries of the Council's area, and its wards.
- (c) To advise the Council on matters of policy associated with the formulation and implementation of any Structure Plan, or Local Plan relating to the area of Great Aycliffe Town Council.
- (d) To consider and make recommendations to the Council on any policy documents received from other organisations and affecting the area.
- (e) To advise the Council as required on all matters affecting its Constitution and the procedures applying to the Council and its Committees.

#### 5. Administration

- (a) To maintain a continuous general oversight of the Council's administration.
- (b) To deal with matters relating to the administration of the Council Offices.
- (c) To deal with matters associated with the Coat of Arms.

#### 6. Finance

- (a) To make recommendations to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
- (b) To receive from other Committees and to collate prior to the submission to the Council all annual and other estimates of income and expenditure on capital and revenue.
- (c) To formulate and present to the Council recommendations for annual expenditure.
- (d) To supervise the Council's Accounts.
- (e) To supervise and control borrowing by the Council and the investment of funds within the Council's control.

- (f) To make recommendations to the Council on the capital programme, its content, phasing and monitoring.
- (g) To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances and accounts.
- (h) To examine from time to time the various bonds, securities and deeds relating to the offices and property of the Council.
- (i) To have the direction and control of insurance in respect of the Council's property, members, and employees.
- (j) To provide efficient financial services and advice for the benefit of the Council.
- (k) To determine the making to individuals and organisations of all grants, allowances and loans.
- (l) To regularly review the Council's treasury management activities.

7. Asset Management

- (a) To recommend on the acquisition and renewal of vehicles and the discharge of all statutory duties relating to their maintenance and condition.
- (b) To determine overall strategic asset management priorities on a medium-term basis by maintaining the asset management plan.

8. I.T.

To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology and to review regularly the Council's Information Technology strategy.

9. Market

To deal with all matters relating to the provision of an outdoor market.

10. Service Review Working Group

To appoint a Service Review Working Group and to assign to it the following functions:-

- (a) To look at issues and services as directed by the Council on a fixed time basis.
- (b) The number of members and officers to be determined as appropriate by the Council to the task.
- (c) To consider and make recommendations to the Service Committee who will then consider the recommendations and provide comment with the final consideration and actions given by the Council.

11. Personnel Sub-Committee

To appoint annually and to assign to the Personnel Sub-Committee the following functions: -

- (a) The Personnel Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting (the Mayor OR Deputy Mayor are an ex-officio member).
- (b) To make recommendations to the Policy and Resources Committee with regard to personnel policies and practices, in relation to the creation and deletion of posts, salaries, wages and conditions, health and safety issues, and the powers and duties of the council under the Local Government Pension Scheme.
- (c) To appoint a Member Appeal Panel as required under the Council's Appeal Process and Procedure from among the membership of the Personnel Sub-Committee. The Panel will consist of no more than 50% of the Personnel Sub-Committee members.
- (d) To determine and make appointments to senior officer posts in accordance with Standing Order 22.

12. Appeals Sub-Committee

- (a) The Appeals Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting (the Mayor OR Deputy Mayor are an ex-officio member).
- (b) The Appeals Sub-Committee will hear appeals from decisions taken by the Personnel Sub-Committee arising from item 11(b).
- (c) To consider any other relevant appeals that are not under the remit of the Personnel Member Appeal Panel.

13. Audit, Risk and G.D.P.R. Sub-Committee

To appoint annually and to assign to the Audit, Risk and G.D.P.R. Sub-Committee the following functions:

- (a) The Audit, Risk and G.D.P.R. Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting. (The Mayor and Deputy Mayor are ex-officio members).
- (b) To ensure that the Council's resources are safeguarded and that value for money is secured.
- (c) To undertake and make the appropriate recommendations on the following matters to the Policy and Resources Committee:-
  - (i) A systematic appraisal of internal controls.
  - (ii) The review of financial procedures.
  - (iii) The development of an anti-fraud culture.
  - (iv) The agreement of audit plans.

- (v) The monitoring of audit delivery.
  - (vi) The securing of timely preparation and response to internal audit reports.
  - (vii) The internal audit of annual accounts.
  - (viii) Ensuring the implementation of internal audit recommendations.
- (d) To complete and sign off the annual Internal Auditor's report within the Council's Annual Return.
  - (e) To prepare and submit to the Policy and Resources Committee at the beginning of each financial year a timetable to cover the major events in that financial year.
  - (f) To review the Council's Risk Management Strategy and quarterly updates of the corporate risk register.
  - (g) To undertake regular reviews of the Council's GDPR arrangements.

#### 14. General Appeal Sub-Committee

To appoint annually a General Appeals Sub-Committee with the following terms of reference:

- (a) The General Appeals Sub-Committee shall comprise a number of members of the relevant Service Committee as required and when necessary.
- (b) The Town Clerk in consultation with the Chairman of the relevant Committee shall in respect of each appeal brought before it decide whether the Sub-Committee shall have the power to determine the appeal or whether it should make recommendations to the parent Committee with the final decision taken by full Council.
- (c) The matters with which the Sub-Committee will be involved will be clarified and defined over time. However, it is envisaged that the types of matters with which it will deal will include:
  - Bans on an individual using Council facilities.
  - Disputes over the interpretation of allotment tenancy conditions.
  - Interpretation of implementation of cemetery regulations.
  - Allocations of football pitches.
  - Decisions concerning attendance at the Council's Pre-School Learning Centres.
- (d) The Sub-Committee is not authorised to consider any matter which represents a challenge to, or complaint about, a policy or policy decision of the Council.
- (e) The Sub-Committee is not authorised to deal with any matters within the remits of the Personnel and Appeals Sub-Committees.

15. Asset Management Member Working Group

To appoint annually an Asset Management Members Working Group with the following terms of reference:

- (a) That the Asset Management Member Working Group shall comprise the Chairman and Vice-Chairman of the Policy and Resources Committee together with a number of members to be determined at the Annual General Meeting.
- (b) The Working Group will consider asset management proposals brought forward by the Officer Asset Management Corporate Working Group.
- (c) The Working Group will consider and make recommendations to the Policy and Resources Committee in relation to all aspects of Asset Management, including the appropriateness and occupancy of the Council's holdings in relation to its changing service objectives and methods of delivery.
- (d) The Working Group will consider recommendations regarding Asset disposal, investment, acquisition, in regard to land, property, plant, vehicles, machinery and play areas.
- (e) The Working group will consider proposed sustainability and energy efficiency measures, including investment decisions.
- (f) The Working Group will consider accessibility issues and solutions.

16. Charges Working Group

To appoint annually a Charges Working Group with the following terms of reference:

- (a) That the Working Group be appointed to review the Council's fees and charges.
- (b) That the Working Group bring recommendations to the Policy and Resources Committee.
- (c) That the Working Group comprise eight members, being the Chairman and Vice-Chairman of the Full Council, Policy and Resources Committee, Environment Committee and the Recreation Committee.

17. Review Sub-Committee

To appoint annually a Review Sub-Committee with the following terms of reference:

- (a) To consider the format of the Town Council Service Delivery Plan as required under three sections:
  - (i) Town Council Service Delivery Plan which will deal with all of the services which are provided for the people of Newton Aycliffe by Great Aycliffe Town Council and that all of the services will be identified in detail and be smart.

- (ii) Town Council Service Delivery Plan which will include all Corporate Targets that are presented in the Town Council Service Delivery Plan.
  - (iii) The Financial Plan as presented in the Medium Term Financial Plan and other documents which are normally presented to the Council.
- (b) To review all existing general policies of the Council.
- (c) To consider and review targets, as appropriate to the Council's Mission Statement and Aims.