Policy and Finance Committee: Terms of Reference

Adopted at the 27 July 2022 meeting of Eastleigh Town Council.

This version amended at the 17 May 2023 meeting of Eastleigh Town Council.

Delegations reviewed and approved 17 May 2023

Version	Owner	Date Approved	Minute Ref	Action?	Website Updated	Next Review
V1-2022-23	Town Council	27th July 2022	39/22			
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1. The Policy and Finance Committee is constituted as a Standing Committee of Eastleigh Town Council.
2. The Committee composition shall be a minimum of three and no more than nine Councillors as voting members with at least one third of the number of members and not less than three members of the Policy and Finance Committee constituting a quorum.
3. The Membership, Chair and Vice-Chair of the Policy and Finance Committee shall be elected at the Annual Council Meeting in May of each year.
4. The Committee shall meet at least four times per year.
5. The Policy and Finance Committee shall be administered and managed in accordance with these Terms of Reference.
6. The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions regarding the matters listed in paragraph 7 below. In exercising this function, the Committee shall:
   a. be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls;
7. The matters within the Committee's remit are the following:
   a. Advising the Council on the budget proposals of all committees and the level of the precept required for each year.
   b. Monitoring income and expenditure against budget and, when deemed necessary, either making recommendations to the Council for or approving any or all of the following:
      i. revisions to budget figures;
      ii. virements between budget headings;
      iii. transfers to or from reserves.

c Overseeing all other aspects of the financial administration of the Council including arrangements for the preparation of accounts, audit of accounts, its system of financial controls and their effectiveness, the management of financial risk, banking arrangements, investments and treasury management and the preparation of and compliance with the Council's Financial Regulations.

d Overseeing the Council's formal policies, Standing Orders, strategies and governance documents, undertaking periodic reviews of these and, when deemed necessary, creating or amending them.

e Advising the Council on the level of allowances to be payable to Councillors .

f Overseeing all Council business of a legal nature including the conduct of any dispute, claim or proceedings of any kind.

g Overseeing the management of the Council's assets (save for those included within the remit of any other committee) and the Council's insurance needs and arrangements.

h Managing the Council's Grant schemes.

i Reviewing the Council's scale of fees and charges annually (or as required) and determining changes to these.

j Reviewing the Council's subscriptions annually (or as required) and determining renewals and cancellations of them.

k Reviewing the Council's contracts, service level agreements and other legal arrangements with other parties annually (or as required) and, where necessary and practicable, giving guidance or directions about their variation, termination and renewal.

l Advising the Council on responses to be made to any plans, policies or strategies proposed or published by Eastleigh Borough Council, Hampshire County Council, the Local Government Boundary Commission for England or any other competent authority where such response has been requested or is appropriate having regard to the powers and functions of the Council.

m Overseeing the management of the Council's office functions including the Information Service, IT hardware and software, the Council's website and official social media accounts, data protection policies and arrangements, publication scheme and freedom of information responsibilities.

n The exercise of any other power, duty or function of the Council that may lawfully be delegated to a committee, where this is judged to be in the interests of the town and necessary without delay, notwithstanding the fact that ordinarily the matter would have been referred to another committee or the Council for determination.

Delegated Powers

8. The following powers are delegated to the Committee to be exercisable within the overall policies and approved budgets of the Council but otherwise at its discretion:

a To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and is either consistent with the delegation of powers to officers or has been requested by the officer concerned.

b To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers.

c To authorise on behalf of the Council the use of funds held in any earmarked reserve provided that "use" in this context shall include spending funds, committing funds to future expenditure, or putting funds at risk of being called upon to meet a contractual or expenditure commitment.

d To propose revisions to the Council's budget or a virement between budget headings for Council's approval

e To approve the adoption of or changes to any Council policy, governance, or strategy document.

f To approve the initiation and defence of, participation in and appearance in any legal proceedings including inquiries in the name of the Council or any steps in connection therewith.

g To authorise the execution of any deed, agreement, notice or other instrument on behalf of the Council.

9. The following powers are excluded from delegation to the Committee:

a any function specifically referred by statute to the whole Council, including those powers set out in Financial Regulations 1.13 and 1.14;

b approval of expenditure not in accordance with agreed policy or not within agreed budgets;

c consideration of and the making of decisions on recommendations from other Committees, unless the matter is of an urgent nature and the Chairman and Vice-Chairman of the other Committee have approved the action;

d decisions on membership and Chairmen/Vice-Chairmen of Committees.