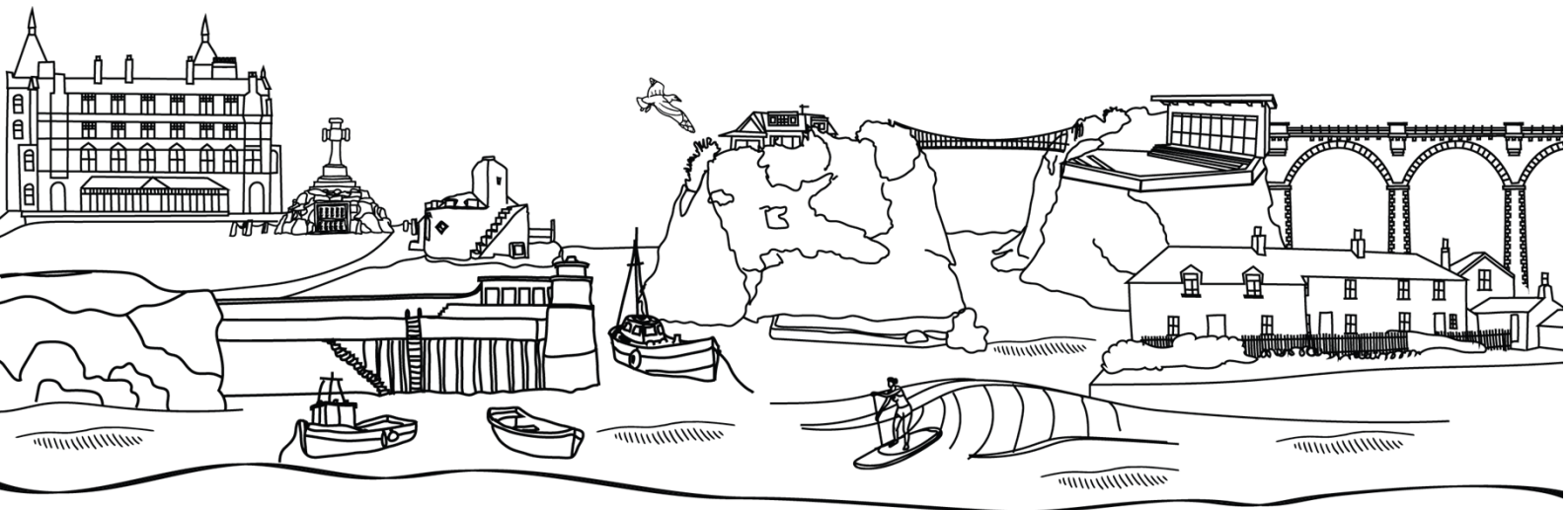




NewquayCouncil

CorporateService

Document:	Terms of Reference
Committee :	Governance and Resources
Date of Inception:	May 2023



This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

Policy/Procedure File Status

Version	0.4	Approving Body	Full Council
Date	24/04/2023	Date of Approval	03/05/2023
Responsible Officer	Chief Executive & Town Clerk (CE&TC)	Minute Reference	
Oversight	N/A	Review Date	May 2024

Version History

Date	Version	Author/Editor	Comments
03/02/2021	0.2	CE&TC	Update to name and membership numbers following adoption
17/04/2023	0.3	CE&TC	Annual Review (7.6.4 updated HR from Staffing)
24/04/2023	0.4	CE&TC	Update on membership (new 1.3).

Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
03/02/2021	Full	Yes		CE&TC
17/04/2023	Full		Updated the reference from Staffing committee to HR Sub-Committee	CE&TC

1.0 Membership

1.1 Membership of this committee is to be appointed annually following the Annual Meeting of the Town Council.

1.2 The Governance and Resources Committee to consist of eight members of the Council who shall be duly elected into the following positions: Chair and Vice Chair of Environment and Facilities, Chair and Vice Chair of Community and Tourism, Chair of Planning and Licensing, Chair of Human Resources, Mayor and Deputy Mayor.

1.3 In order to maintain a committee membership of eight, if the membership of the committee falls below eight, due to a member also being a chair or vice chair of another committee (dual-hatted) then the Vice Chair of Planning and Licensing Committee will become a member of the committee.

1.31.4The Committee Chair will be the Deputy Mayor and Vice Chair will be the Mayor. They shall hold office until the next Annual Council meeting where the Mayor and Deputy Mayor elections/re-election takes place.

1.41.5If necessary, the committee membership shall remain for any extraordinary meeting called after Mayor Making, whereby the only membership changes will relate to the positions of Chair and Vice chair in accordance with 1.2 and any positions which have changed as a result of any standing committees meeting post Mayor Making to elect a new chair and vice chair.

2.0 Aims

2.1 To ensure Newquay Town Council operates as a professional, competent and caring organisation that manages its assets, finances and human resources efficiently. Works in partnership with other organisations to seek appropriate investment and to ensure cost effective and high quality services, that reflect the standards expected from a Gold Status Quality Council, are provided to those that live work and visit Newquay.

3.0 Objectives

3.1 Oversee and scrutinise the effective and efficient operation of the council ensuring good governance and effective budget planning, management and control; reporting outcomes and findings to Full Council.

3.2 Oversee and scrutinise Town Council finances in accordance with all financial regulations ensuring value for money and effective asset management including management and maintenance of appropriate asset registers and operational inventories.

3.3 Oversee and scrutinise Town Council legal, governance and

statutory responsibilities.

- 3.4 Develop, maintain and review relevant policies, strategies, procedures and guidance as necessary to reflect legislation and best operational practice for implementation across the council.
- 3.5 Strategically manage Town Council owned properties and assets.
- 3.6 Receive, examine and implement internal auditor's reports and recommendations and report actions to Full Council for sign-off and overview.
- 3.7 Manage and implement the Town Council Grant scheme.
- 3.8 Seek and identify external funding and grant opportunities including approval of completed applications to external organisations.
- 3.9 Identify appropriate projects for s106 and CIL funding
- 3.10 Establish devolution opportunities and negotiate outcomes with Cornwall Council.
- 3.11 Achieve and maintain Gold award status demonstrating Newquay Town Council is at the forefront of best practice.
- 3.12 Assist with the distribution of workloads of each committee and arbitrate on new project management
- 3.13 Manage, develop and where necessary implement Emergency Plans

4.0 Meetings

- 4.1 The committee shall meet a minimum of 4 times in a Municipal year, on the last Monday in the month (meetings will not normally be held in May, August and December), with Special meetings being called as required by the Town Clerk, through normal procedures defined in Standing Orders.
- 4.2 Members will be summoned to attend meeting which will normally be held in the Council Chamber, Municipal Offices and a Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 4.3 The Town Clerk may attend any meeting to offer advice, guidance and support.
- 4.4 The committee may cancel a meeting by way of a majority decision at a meeting of the committee, or via email should this be appropriate. A notice confirming the cancellation of a meeting shall at the very least be circulated to all members of the Council, on the Council's website and on the Council's social media channels.

- 4.5 The meeting location may be varied from time to time but shall be contained within the Public Notice of the Meeting and associated summons.
- 4.6 The Public Notice will be posted on the Town Council's website. Subject to restrictions, at least one notice will also be published in a Town Council public notice board.

5.0 Documentation

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Town Clerk, circulated at Full Council meetings of Newquay Town Council and uploaded to the Town Council website within 4 weeks of the meeting.
- 5.2 All
 - 5.2.1 resolutions of the committee
 - 5.2.2 recommendations to Full Council
 - 5.2.3 recommendations to other committees
 - 5.2.4 matters referred to other committees/Full Council

shall be recorded in the minutes of the meetings.

- 5.3 The committee shall draw up and agree written Terms of Reference for working parties and sub-committees that fall under this committee's control. Such Terms of Reference will not bestow powers or a remit that is wider or falls outside the committee's own Terms of Reference. Such documents will be owned by this committee and any variation requests from the working party/sub-committee shall be referred to this committee for consideration and decision.

6.0 Accountability

- 6.1 The Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council and may require another committee's input before a decision is made by Full Council or another responsible committee.
- 6.2 In some circumstances, officers have delegated powers to act on behalf of the committee and/or Full Council under a separate Scheme of Delegation or as outlined in committee terms of reference or minutes.
- 6.3 At all times the committee must adhere to all Standing Orders, Financial Regulations, policies, procedures and member code of conduct which may all change from time to time.

7.0 Scope and Specific Delegations

- 7.1** The Committee has the delegated powers from Full Council to undertake activities and make relevant decisions to achieve the objectives as set out in section 3.
- 7.2** The Committee has the delegated powers from Full Council to establish an Annual Committee Budget for approval by Full Council no later than November each year in-line with Financial Regulation 3.1.
- 7.3** The Committee has the delegated powers from Full Council to spend up to its annual budget, without the requirement to go back to Full Council for approval; subject to such spends falling within the objectives of the committee and are budgeted for in-line with Financial Regulation 3.1.
- 7.4** The Committee has the delegated powers to consider and make relevant decisions on any matter referred to it by Full Council.
- 7.5** To appoint Sub-Committees and Working Parties that shall report to it in accordance with Standing Orders.
- 7.6** The Committee shall have the following specific delegations:
 - 7.6.1** To recommend the appointment of any of the following to Full Council (should such an appointment be necessary by way of a vacancy arising after May each year):
 - 7.6.1.1** Internal Auditor
 - 7.6.1.2** External Auditor
 - 7.6.1.3** Independent Financial Advisors (if needed)
 - 7.6.1.4** Accountant (if needed)
 - 7.6.2** To oversee and lead on the annual budget setting process and strategy development and to formally recommend an annual Gross Expenditure Budget, Precept and General Fund level to Full Council having considered fully the financial, legal, governance and other such risks affecting the Council.
 - 7.6.2.1** This includes referring any budget request by any Committee back to that Committee if it is felt that the financial implications would be outside acceptable budget limits. This may include considerations from public consultations, reviews on the budget or other relevant sub-committee/working party recommendations.
 - 7.6.3** To consider any expenditure outside of the established budget strategy when required to do so and make recommendations to Full Council.

- 7.6.4 To investigate any proposal involving financial implications brought to Full Council or any other Committee (and shall seek input and approval of the **Staffing-Human Resources Sub-** Committee and Town Clerk should these proposals have any impact on staff resources).
- 7.6.5 Following a request from a committee, consider and recommend to Full Council having any unspent budgets placed within a specific Committee earmarked reserve or the spending of contingency or earmarked reserves in accordance with Financial Regulation 4.9.
- 7.6.6 To determine the budget strategy of committees to ensure clear areas of responsibility are maintained; ensuring all staffing matters remain the sole responsibility of the Human Resources Committee and Head of Paid Service.
- 7.6.7 To ensure the Council adequately covers all its insurable risks and obligations in conjunction with the Responsible Financial Officer (RFO).
- 7.6.8 To ensure that the Annual Audit, Governance and Accountability return is completed and recommended/ presented to Full Council for final sign-off before being submitted to the external auditors within the given timescales.
- 7.6.9 To support the Responsible Financial Officer in their delegated powers from Full Council and in particular the following:
 - 7.6.9.1 The RFO has delegated powers from Full Council with the committee Chairman and Vice Chairman to monitor, review and recommend re-investing the Council's investments in conjunction with the Council's policy and as advised by an independent financial advisor.
 - 7.6.9.2 The RFO has delegated powers from Full Council with the committee Chairman and Vice Chairman to move bank accounts according to interest rates for the financial benefit of the Council subject to the investment policy.

8.0 Review

- 8.1** The Committee's terms of reference are to be reviewed at-least annually. Any changes must be recommended to Full Council for approval.

