



Okehampton Town Council

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Policy & Resources Committee Terms of Reference

Membership

The core constitution of the Policy & Resources Committee shall be the Mayor, the Chair of each of the Council's Committees and any other Members as nominated by the Council.

Whilst attendance at meetings of the Committee is open to all Members only those nominated to sit on the Committee can take part and vote on any matters and Part 2 Staffing items of business will be restricted to those Members serving on the Committee. Any Members who are related to a member of staff will be required to leave for Part 2 items of business that relate to any employee.

Responsibilities

To carry out the Council's responsibilities for the following areas:

1. **Budget:** To recommend to the Council the budgetary framework - the allocation of finances to different services and projects, proposed contingency and ear-marked funds, setting the Council's precept and decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure and the setting of virement limits.
2. **Financial Services:** To exercise general supervision and control over the finances of the Council; account(s), banking, investment, accounting and auditing arrangements; the raising of loans and the general insurances of the Council.
3. **Information Technology:** To oversee the effective and efficient use of IT throughout the Council and to be responsible for data protection.
4. **Land Transactions:** To determine land transactions in respect of land within the remit of the committee and within budgetary parameters.
5. **Personnel:** The management of the personnel function and all aspects of personnel management as is necessary, and to consider any recommendations made by the Personnel Sub-Committee including the appointment of members of staff apart from the Town Clerk in which case recommendation will be made to full Council.
6. **Risk Management:** To implement the Council's Risk Management Strategy and create a risk management culture, utilising the authority's resources as effectively and efficiently as possible, to reduce the total cost of risk.
7. **Support Services:** To exercise general supervision of support services in an effective and efficient manner.
8. **Community Safety, Civil Defence and Emergency Planning:** To exercise the Council's functions in relation to civil defence, emergency planning and community safety.
9. **CCTV:** To be responsible for the maintenance and management of the CCTV system.
10. **Youth Council:** To be responsible for communication and management of the Youth Council
11. **Events:** To be responsible for arrangements for Civic and other events that the Council arranges or is involved in.
12. **Grants:** To manage the Council's Grant schemes including determination of award of funds.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.