



Policy & Process Committee
Terms of Reference 2016 – 17

Objective: To implement, monitor and review FTC's Policies, Strategies, Procedures and Regulations to ensure:

- Efficient & effective use of funds,
- Efficient & effective use of property,
- Effective management of staff welfare & performance,
- Effective dissemination of information to the residents, businesses, visitors and other interested parties, and
- Compliance with prevailing legislation and the Council's rules & regulations.

1 Composition

- 1.1 The Committee will consist of up to nine elected Councillors appointed by the Council at the Annual General meeting each May.
- 1.2 Additionally, the Chair & the Vice-Chair will be ex-officio members (they will have no voting powers unless formally appointed to the Committee by Council).

2 Meetings

- 2.1 Normally, the Committee will meet once a month.
- 2.2 The Committee will elect a Chair & a Vice-Chair and produce a Schedule of Meetings at its first meeting after the Council's AGM.
- 2.3 The Quorum of the Committee will be three Councillors.
- 2.4 The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council's Standing Orders.

3 Rights

- 3.1 The Committee may spend monies subject to the following limitations:
 - Extent of the Committee's budget,
 - Amount of expenditure on any single transaction as per Spending Limits List (attached), and
 - Timely publication of minutes of the Committee's meeting to enable FTC to 'call-in' as per methodology approved by FTC (see FTC's Methodology for Effective Execution of Executive Powers for Committees)
- 3.2 The Committee may, subject to the requirements of the law and Standing Orders, review and amend documents subject to the 'call-in' procedure (see para 4.1).
- 3.3 The Committee may make recommendations to the Council for consideration and approval.
- 3.4 The Committee may appoint Working Group(s) for specified purpose(s) with the approval of the Council.
- 3.5 Special Meetings may be convened.

4 Responsibilities: The Committee is responsible for:

- 4.1 Administration of the Council's finances and oversees:
 - Production of written estimates of proposed expenditure for the next financial year for submission to FTC [Financial Regulations, FR 3.1 – 3.3],
 - Monitoring of Income & Expenditure,
 - Internal & External Audit of Accounts and implementation & monitoring of action(s) necessitated by Auditors' recommendations,
 - Rents,
 - BACS & Direct Debit Payments authorised by the Council, and
 - Staff Salaries, Overtime, Pension & Discretionary Payments;
- 4.2 Assessment of grant applications and recommendations for approval/rejection to FTC;
- 4.3 Management of purchase/sale/leasing of land/property;
- 4.4 Effective management of staff welfare & performance, including:
 - Hiring of staff,
 - Staff Training,
 - Management of staff performance,
 - Reviewing of Job Descriptions,
 - Ensuring effective implementation of Employment Regulations,
 - Ensuring effective implementation of Health & Safety Regulations,
 - Ensuring availability of suitable equipment & accessories for the use of staff, and
 - Ensuring effective use of the equipment & accessories;



- 4.5 Councillors' Training,
- 4.6 Compliance with Freedom of Information Act 2000 [SO 24];
- 4.7 Compliance with the Councillors' Code of Conduct [SO 28].

Policy & Process Committee - Spending Limits 2016-7

Budget Heading	Budget 2015-16	Transaction Limit as % of Total	Rationale (Assumptions & Comments)
Revenue Budget			
Advertising	250	33%	Nil cost for website & notice-boards
Annual Town Meeting	100	100%	<ul style="list-style-type: none"> ▪ Annual Report ▪ Hire of room
Audit	1,200	100%	Internal Auditor + Audit Commission fees
Bank Charges	200	25%	Need to minimise
Book-Keeping	2,400	8.5%	
Chair's Allowance	650	100%	Includes cost of Chair/Mayor's Social
Expenses - Councillors	250	25%	
Expenses - Staff	250	25%	
Grants	15,000	0	To be approved by FTC
Insurance	2,865	80%	<ul style="list-style-type: none"> ▪ Fidelity cover: Annual payment ▪ Events Cover: As required
Newsletter	3,000	100%	<ul style="list-style-type: none"> ▪ Produce & deliver bi-monthly newsletter
PCSO	11,918	50%	Paid bi-annually
Postage	275	8.5%	
Promotion	1,000	8.5%	<ul style="list-style-type: none"> ▪ Events
Public Consultation	1,000	50%	Town wide consultations
Rates	12,768	100%	
Rents & Services	13,220	100%	Variable amounts for: <ul style="list-style-type: none"> ▪ Council Office ▪ Rooms for Meetings ▪ Townfield Lane Play Area ▪ Ashton Drive Allotments ▪ Off-site Storage
Salaries	84,151	8.5%	Monthly payments for: <ul style="list-style-type: none"> ▪ 5 x Staff Salaries ▪ NI (Employer's Contribution) ▪ Pension Contribution
Stationery	850	25%	<ul style="list-style-type: none"> ▪ Computer Consumables (Inc Printer/Scanner supplies) ▪ Minute Books ▪ Stationery
Subscriptions	1,850	85%	Variable amounts paid annually to: <ul style="list-style-type: none"> ▪ ChALC ▪ Cheshire Community Action ▪ Cheshire Playing Fields Association ▪ Frodsham Community Association ▪ Information Commissioners Office ▪ Mid-Cheshire Footpath Society ▪ SLCC ▪ CPRE ▪ National Allotment Society ▪ Revive & Thrive Ltd
Training - Councillors	700	50%	Assuming max 'group training' = £250
Training - Staff	250	25%	Assuming max for any one course = £80
Website / Webcasts	8,000	10%	Increase in webcasts
Total	162,147		
Capital Budget			
Contingency Fund	13,000	0%	To be approved by FTC
Elections	5,500	100%	
Neighbourhood Development Plan	3,000	0%	To be approved by FTC
Total	21,500		