



**Policy & Process Committee  
Terms of Reference 2018–19**

**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 Councils 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 every two months.
- 2.2 The Committee will elect a Chair & a Vice-Chair 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,
  - 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, via the Staffing Sub-committee 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 and Data Protection legislation;
- 4.7 Compliance with the Councillors' Code of Conduct.



Policy & Process Committee - Spending Limits 2018-19			
Budget Heading	Budget 2018-19	Transaction Limit as % of Total	Rationale (Assumptions & Comments)
<b>Revenue Budget</b>			
Advertising	100	33%	Nil cost for website & notice-boards
Audit	1,500	100%	Internal Auditor + Audit Commission fees
Bank Charges	25	25%	Need to minimise
Book-Keeping	2,000	8.5%	
Mayor/Chair's Allowance	1000	100%	Includes cost of Chair/Mayor's Civic activities
Expenses - Councillors	250	25%	
Expenses - Staff	400	25%	
Grants	12,000	0	To be approved by FTC
Insurance	2,300	80%	
Postage	200	8.5%	
Public Consultation	500	50%	Town wide consultations
Rates	9000	100%	
Regalia	7,500	100%	
Rents & Services	14,000	100%	Variable amounts for: <ul style="list-style-type: none"> <li>▪ Council Office &amp; Rooms for Meetings</li> <li>▪ Townfield Lane Play Area</li> <li>▪ Off-site Storage</li> </ul>
Salaries	67,579	8.5%	Monthly payments for 5 x Staff Salaries plus ER NI & Pension
Stationery	1,000	25%	
Subscriptions	2,000	85%	Variable amounts paid annually to: <ul style="list-style-type: none"> <li>▪ ChALC</li> <li>▪ Cheshire Community Action</li> <li>▪ Cheshire Playing Fields Association</li> <li>▪ Frodsham Community Association</li> <li>▪ Information Commissioners Office</li> <li>▪ Mid-Cheshire Footpath Society</li> <li>▪ SLCC</li> <li>▪ CPRE</li> <li>▪ National Allotment Society</li> </ul>
Tel/ICT	4,000		
Training - Councillors	500	50%	Assuming max 'group training' = £250
Training - Staff	500	25%	
Van, fuel & insurance	1,500	100%	
Website	2,000	25%	
<b>Total</b>	<b>129,854</b>		

CAPITAL/PROJECT BUDGET		2018-19
ASSET RENEWAL FUND	IT	1,000
Projects	Elections	5,500
	FYA (awarded £10k 26.03.18)	8,000
	WW1	1,800
	Community Safety	12,000
	Neighbourhood Plan	3,000
	<b>TOTAL</b>	<b>31,300</b>



<b>RESERVES</b>		
Soft Reserves	Contingency Fund	15,000
Capital	Contingency Fund	30,000
	<b>Total Contingency Funds</b>	<b>£45,000</b>

<b>Earmarked Reserves</b>	
Cemetery	20,401
War Memorial	30,000
Christmas Lights	15,000
<b>Total Earmarked Reserves</b>	<b>£65,401</b>