

# **WTC Oversight – Standing Committee**

## **Terms of Reference – Civic Year 2023/24**

Adopted at Full Council on 11/05/2023 (WTC/FC/ACM/05/2324)

### **1. Objective**

The Oversight Committee provides strategic management and operational oversight of Whitchurch Town Council Governance (including the review and development of Policies) and financial functions (including Audit, Grants, Procurement and Asset Management). This list is not exhaustive, and the Committee may be tasked with other, related areas of responsibility as seen fit, by Full Council.

The Committee is established under guidance given in the Local Government Act 1972, ss 101-106 / Sch 12, Local Government and Housing Act 1989, s13, Parish and Community Councils (Committees) Regulations 1990 (SI 1990 No 2476), other legislation and future guidance as may be issued affecting the establishment and management of Council Committees.

It is a Standing Committee of the Council and, as such, is granted delegated powers as defined in the Council's Standing Orders, Financial Regulations and Scheme of Delegation. The Committee is governed by the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Code of Conduct.

Under delegated powers, the Committee may establish Working and/or Advisory Groups to carry out research, investigations, and other initiatives to further achieve WTC strategic objectives. The Committee cannot further delegate its powers, apart from instances outlined in the Council's governing documents, where these are devolved to the Council's Proper Officer/RFO for operational reasons.

### **2. Membership**

Membership shall consist of five WTC Councillors only (because it oversees the management of the Council's finances and associated functions) and a quorum shall consist of three members.

All members of the Committee will have an equal vote, where necessary and the Chairman of the Committee will be appointed at the first Committee Meeting of the Civic Year.

The Council Chairman (Mayor) may act as a full member of the Committee is selected to be a member, or otherwise may attend in an 'ex-officio' capacity with voting rights. Councillors not on the Committee are able to attend meetings and participate as permitted by the Chairman of the Working Group, though are not allowed to vote on decisions of the Committee.

### **3. Areas of Responsibility**

Specific areas of responsibility for the Committee are included below, including delegated functions, where defined.

### **4. Meetings**

The Committee's schedule of meetings is agreed by the Full Council, though the Chairman, Full Council or Committee Members may call additional extra-ordinary meetings as necessary to enable the Committee's business to be transacted (as defined in WTC Standing Orders).

Minutes of Committee Meetings will be presented to Full Council and form part of the minutes of the Council meeting at which they are presented.

### **5. Review**

The terms of reference of the Committee are to be reviewed annually.

## WTC OVERSIGHT COMMITTEE – AREAS OF RESPONSIBILITY AND DELEGATED FUNCTIONS

Committee Function / Power	Delegation of Function
<p><b>1 Governance / Scrutiny Functions</b></p> <p>a. To advise Council on the review and implementation of Financial Regulations, Standing Orders, Scheme of Delegation and other governance documents.</p> <p>b. To develop Policies and Strategies on behalf of and to advise Full Council and Standing Committees.</p> <p>c. To provide observations to Full Council on any policy or strategy documents by any public body at national, local, regional or sub-regional level.</p> <p>d. To consider areas of potential service development in terms of Council responsibilities and provide appropriate advice to Full Council or Committees.</p> <p>e. To make observations on the development / review of the Council's ethical framework and related Member Codes and protocols.</p> <p>f. To make observations and recommendations to Full Council on Member training and development.</p> <p>g. To consider matters of conduct referred by the Principal Authority's Monitoring Officer and advise Full Council, as appropriate.</p> <p>h. To review and advise Full Council on matters of Data Protection, Freedom of Information and Access to Information.</p> <p>i. To review and advise Full Council on the use of ICT systems (with specific reference to Information Governance and Data Security).</p> <p>j. To advise Full Council on the use of quality and integrated management systems and procedures.</p> <p>k. To review and advise Full Council on Business Plan performance.</p> <p>l. To review the Council's performance to consider the Local Council Awards Scheme and make appropriate recommendations to Full Council.</p>	<ul style="list-style-type: none"> <li>• Governance functions of the Council cannot be further delegated apart from operational matters, which are delegated to the Proper Officer/FRO as outlined in Financial Regulations and the Council's Scheme of Delegation.</li> <li>• The Committee will receive advise and work collaboratively with the Council's Proper Officer / RFO on the delivery of these functions.</li> </ul>
<p><b>2 Resource Management</b></p> <p>a. To oversee and direct use of the financial and technical resources of the Council, including their implications for security.</p>	<ul style="list-style-type: none"> <li>• Operational management to Proper Officer / RFO in accordance with Financial Regulations and Scheme of Delegation</li> </ul>
<p><b>3 Financial Functions (under the direction of Full Council)</b></p> <p>a. To be responsible for the overall management and control of Council finances, including Capital and Revenue and to approval any variation, overspend or virement in accordance with Financial Regulations.</p> <p>b. To be responsible for the full range of the Council's financial and accountancy functions – including Annual Accounts and their recommendation.</p> <p>c. To make recommendations to Full Council on Budget and Precept requirements.</p> <p>d. To advise Full Council or appropriate Committees on the financial implications of proposed new policies or the development of new services or sources of revenue.</p> <p>e. To advise Full Council in borrowing policy, investment, and treasury management.</p> <p>f. To authorise, within delegated limits, all leasing arrangements for the acquisition of Council resources specified in approved budgets.</p> <p>g. To monitor the performance of Council investments.</p> <p>h. To provide oversight to the Council's insurance arrangements.</p> <p>i. To provide oversight to the Council's banking arrangements.</p> <p>j. To provide oversight to the Council on all fees and charges.</p> <p>k. To provide oversight of Council's credit control and debtor management systems and processes and to make recommendations to Full Council as appropriate.</p> <p>l. To monitor the use of monies received as Community Infrastructure Levy or other monies held in reserve by the Council.</p>	<ul style="list-style-type: none"> <li>• Finance functions of the Council cannot be further delegated apart from operational matters, which are delegated to the Proper Officer/FRO as outlined in Financial Regulations and the Council's Scheme of Delegation.</li> <li>• The Committee will receive advise and work collaboratively with the Council's Proper Officer / RFO on the delivery of these functions.</li> <li>• Financial Instruments and payments must be authorised in accordance with the Council's banking mandate.</li> </ul>

<p><b>4 Grant Scheme Administration</b></p> <p>a. To administer the Council’s Grant Scheme in accordance with Policy.</p> <p>b. To approve Small Community (s137) or other Grants up to £2,000 and recommend to Full Council over this level.</p> <p>c. To consider and approve any concessions for the use of Council resources.</p> <p>d. To advise Full Council on the review or development of its Grant policy, including any financial impact on Council reserves.</p>	<ul style="list-style-type: none"> <li>• Finance functions of the Council cannot be further delegated apart from operational matters, which are delegated to the Proper Officer/FRO as outlined in Financial Regulations and the Council’s Scheme of Delegation.</li> <li>• The Committee will receive advise and work collaboratively with the Council’s Proper Officer / RFO on the delivery of these functions.</li> </ul>
<p><b>5 Procurement</b></p> <p>a. To oversee the Council’s procurement policy and procedures and advise Full Council on any procurement at levels defined within its Financial Regulations.</p>	<ul style="list-style-type: none"> <li>• Finance functions of the Council cannot be further delegated apart from operational matters, which are delegated to the Proper Officer/FRO as outlined in Financial Regulations and the Council’s Scheme of Delegation.</li> <li>• The Committee will receive advise and work collaboratively with the Council’s Proper Officer / RFO on the delivery of these functions.</li> </ul>
<p><b>6 Asset Management</b></p> <p>a. To maintain the Council’s Asset Register and make recommendations for its amendment and adoption to Full Council.</p> <p>b. To oversee the provision of common pasture, where appropriate.</p> <p>c. To act as the Council’s Corporate Landlord in relation to the management, repair, maintenance, leasing and licencing of Council-owned land and buildings. This may be in conjunction with other Statutory Committees of the Council.</p>	<ul style="list-style-type: none"> <li>• Finance functions of the Council cannot be further delegated apart from operational matters, which are delegated to the Proper Officer/FRO as outlined in Financial Regulations and the Council’s Scheme of Delegation.</li> <li>• The Committee will receive advise and work collaboratively with the Council’s Proper Officer / RFO on the delivery of these functions.</li> </ul>
<p><b>7 Audit and Audit-related activity / Annual Accounts</b></p> <p>a. To ensure that adequate and effective systems of internal controls are in place to secure financial integrity of the Council and to advise Full Council on any matter in relation to Internal or External Audit.</p> <p>b. To receive, action and oversee recommendations within Internal Audit reports on behalf of the Council.</p> <p>c. To receive final Internal and External Audits and advise Full Council as appropriate.</p> <p>d. To ensure adequate arrangements are in place for timely completion of the Council’s statutory obligations in relation to completion of the Annual Governance &amp; Accountability Return (AGAR) – including an appropriate Audit timeline.</p> <p>e. To ensure provision has been made for the Exercise of Public Rights to meet statutory requirements and other obligations.</p>	<ul style="list-style-type: none"> <li>• Finance functions of the Council cannot be further delegated apart from operational matters, which are delegated to the Proper Officer/FRO as outlined in Financial Regulations and the Council’s Scheme of Delegation.</li> <li>• The Committee will receive advise and work collaboratively with the Council’s Proper Officer / RFO on the delivery of these functions.</li> </ul>