

FINANCE AND STRATEGY COMMITTEE

Approved by Shavington cum Gresty Parish Council on 1 May 2024



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6 Members of Authority		Quorum 3
	Meeting will take place 4 times per year	
	<p>To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.</p> <p>To oversee the general operations of the Council in areas such as finance, policy review, budget management, audit, risk management.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.</p>	
	Function of the Committee	Delegation of function
1	To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates.	Parish Clerk
3	To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
Finance		
4	To be responsible for the overall management and control of the finances of the Council	<p>Council to approve banking arrangements Committee for strategic review</p> <p>RFO/Parish Clerk in accordance with Financial Regulations and for operational management</p>
5	To monitor the Council's capital and revenue budgets	Committee/RFO in accordance with Financial Regulations.
6	Approval of variation, overspend, and virement in accordance with financial regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations
7	To authorise payments in accordance with Financial Regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations



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8	Approval of Orders for work, goods or services acceptance of tenders	<p>Council/Committee/Proper Officer/Parish Clerk in accordance with Financial Regulations and Standing Orders for Contracts.</p> <p>Parish Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders</p>
9	To make recommendations to the Council on Budget and Precept requirements.	<p>Committee</p> <p>RFO/Parish Clerk to prepare draft Budget and Budget Report</p>
10	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	Committee
11	To advise Council on borrowing policy, investment and treasury management	Committee
12	To regularly monitor the performance of all funds invested.	Committee, Parish Clerk/RFO
13	To supervise the Council's insurance arrangements.	<p>Parish Clerk/RFO for renewal and operational matters.</p> <p>Committee for overview, tendering and changes of cover.</p>
14	To supervise the Council's banking arrangements.	<p>RFO/Parish Clerk</p> <p>Authorised signatories to authorise mandate and payments in accordance with Financial Regulations</p>
15	To be responsible for all matters related to the full range of financial and accountancy functions.	<p>Committee for Strategic overview</p> <p>RFO/Parish Clerk for operational management</p>



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16	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover
17	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
18	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Parish Clerk in accordance with Financial Regulations
Procurement		
19	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations, Standing orders
Information Technology Services		
20	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational management to Parish Clerk Strategic Overview to Committee and Contracts within approved budget.
21	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Parish Clerk/RFO in accordance with Financial Regulations
22	To oversee the implementation and maintenance of the Council's Accessibility and Transparency Policy	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations, Standing orders
Performance and Business Management		
23	Approval and monitoring of Corporate Business Plan	Committee Parish Clerk to determine underlying Action and Project Plans



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24	Approval of Operating Procedures	Committee for initial Financial Procedures Parish Clerk for other procedures and updating financial procedures
25	Approval, design, planning of strategic projects	Committee
26	To seek and maximise the benefits of external funding and have a strategic overview of all funding opportunities and how to better allocate these to the Council's projects	Strategic overview to Committee Operational management to Parish Clerk
Asset Management		
27	To have oversight of assets and the transfers of assets.	Committee
28	Maintenance of the Asset Register	Parish Clerk
29	Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings	Council for acquisition and disposal Strategic overview to Committee Parish Clerk for operational management
Public Buildings		
30	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings and halls, Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, s 133	Committee for strategic overview Parish Clerk for operational management
31	Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	Committee for strategic overview Parish Clerk for operational management
Audit		
32	To maintain and have oversight of Member Audits.	Committee



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		Parish Clerk to support with operating procedures
33	To undertake any actions recommended following Member Audits and to have overview of risk management	<p>Committee (Council if change of policy required). Council to receive external audit report.</p> <p>Parish Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</p>
34	Final Internal and External Audit Reports	Committee to advise Council on response
Information and Data Protection		
35	Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.	Advice to Council
36	Decisions on issues relating to Data Protection and Human Rights.	<p>Strategic overview and monitoring to Committee</p> <p>Parish Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer.</p> <p>Parish Clerk to update Privacy notices of all categories.</p>
37	Decisions on issues relating to Access to Information and Freedom of Information.	<p>Committee for strategic overview</p> <p>Parish Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.</p>
Ethical Framework		



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38	To monitor and control the Council's Code of Conduct and related protocols	Strategic overview and monitoring to Committee. For Officer delegation see Council ToR
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NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.