



**Mid & East
Antrim**
Borough Council

Policy and Resources Committee

TERMS OF REFERENCE

Chair – Cllr T O’Lynn

Vice Chair – Cllr D Donnelly

POLICY AND RESOURCES COMMITTEE – TERMS OF REFERENCE

1. Overall Purposes and Objectives

The Policy and Resources Committee will:

Oversee financial management and reporting, corporate governance and effective use of Council resources. It reviews, makes recommendations for approval of new policies and procedures to Council, and monitors the implementation of existing Council policies and procedures.

The key functions the Policy and Resources Committee will consider are:-

- Council Constitution
- Scheme of Delegation
- Standing Orders
- Organisational Design
- Policy Development
- Human Resources, Training and Organisational Development
- Occupational Health and Wellbeing
- Communication, PR and Marketing
- ICT
- Procurement
- Rates setting process
- Revenue and capital spending plans linked to rates setting process
- Policy and Procedures – Finance, Procurement, ICT, Asset Management, Treasury Management and HR
- Business case approval and post project appraisal
- Corporate Governance
- Property Asset Management
- Legal issues related to Property Asset Management
- Significant Service Level Agreements
- Approval of Council grant schemes and significant funding applications
- Corporate and Civic Events
- Elected Member Development Charter
- Equality, Disability and Rural Needs Act
- Information Governance

In reaching decisions the Policy and Resources Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and where possible and practicable to ensure that the actions of the Policy and Resources Committee are proactive in this respect.

2. Authority

Authority to establish a committee is set out in the Local Government Act 2014:

Section 12: (1): “A Council may appoint a Committee, and two or more Councils may join in appointing a Committee, to advise –

- (a) the appointing Council or Councils; or*
- (b) where the appointing Council or each of the Councils operates executive arrangements, any executive of that or those Councils, or a sub-committee of that executive, on any matter relating to the discharge of their functions”.*

3. Organisation

(i) Meetings

- The Policy and Resources Committee will meet on the second Monday of each month
- The Policy and Resources Committee will meet in Larne
- Special meetings may be convened as required.
- The Policy and Resources Committee may invite such other persons as it deems necessary to advise or present in the course of its work.
- All arrangements applying to the operation of the Policy and Resources Committee will be in line with the Council’s Standing Orders.

(ii) Membership

- The Policy and Resources Committee will comprise of 20 Members who are appointed by the Council.
- Council will appoint the Chair and Vice Chair of the Policy and Resources Committee using the proportional method agreed.

4. Work programme

A work programme for the Policy and Resources Committee will be drafted by the Chief Executive, in consultation with the Chair and Vice Chair before presentation to the Policy and Resources Committee, and then to Council for final approval.