



# PENZANCE COUNCIL

## **PENZANCE COUNCIL – FINANCE & GENERAL PURPOSES COMMITTEE** **TERMS OF REFERENCE**

### Overview:

- Composition: Six Members plus the Chairs of the Arts and Culture and Leisure and Amenities Committees and the Mayor and Deputy Mayor ex Officio
- Chairship: The Chair to be appointed at the Annual Council meeting. The Vice-Chair to be elected from the Committee members at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
- Quorum: Greater than one third of its membership
- Meetings: Bi-monthly
- Start Time: 7:00pm

### Responsibilities:

- (a) To deal with all Finance and General Purposes matters falling within the purview of Penzance Council.
- (b) The making of recommendations in respect of items (a), (b), (d) and (e) of the matters to be dealt with solely by the Council;
- (c) Dealing with all matters relating to the day-to-day administration and good governance of the Council;
- (d) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- (e) Dealing with all non-operational matters pertaining to the Council's staffing including recruitment, performance, terms and conditions of service, and superannuation of the Council's staff, relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service;
- (f) Dealing with all aspects of the Council's Corporate Governance including the management and control of budgets for central services, administration, the Council's civic and Mayoral services, corporate management, external and internal audit, performance management and democratic representation.

- (g) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the schedule above and to provide reports on the implementation of service policies;
- (h) To scrutinise the annual budget prior to its consideration by Penzance Council. To recommend to Penzance Council variations and supplementary estimates relating to budgets of the standing Committees, and any Corporate plans, strategies and policies;
- (i) To act as lead Committee in respect of any partnership initiative of a corporate nature with Cornwall Council and any other public body;
- (j) To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects;
- (k) To advise the Council in relation to matters of legislation, policy and procedure and to ensure that the Council is in full compliance with any statutory obligations at all times;
- (l) To receive Auditors' reports and to make recommendations regarding any matters arising from such reports;
- (m) To monitor the performance management of the Council, the drafting of the Annual Report / Forward Plan, the operation of service reviews and any necessary recommendations to the Council for implementation;
- (n) To approve payments of accounts in accordance with Standing Orders and Financial Regulations, to monitor the level of Council income/expenditure compared with the Council's approved estimates and to control the management of the Council's financial resources including bank accounts and investments and to ensure that detailed reports on such are considered at each meeting of the Committee.
- (o) To consider financial grants to organisations;
- (p) To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's Financial Regulations with any sum greater than this requiring Penzance Council agreement;
- (q) To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations.
- (r) To maintain any Council archives and civic treasures.

These Terms of Reference form part of the Standing Orders for Penzance Council and can be found in full on our website: [www.penzance-tc.gov.uk/standing-orders/](http://www.penzance-tc.gov.uk/standing-orders/)