

28 May 2012**Agenda Item: 5****REPORT OF THE CHIEF EXECUTIVE****TERMS OF REFERENCE****Purpose of the Report**

1. To note the Committee's terms of reference.

Information and Advice

2. County Council on 29 March 2012 agreed the following terms of reference for the Finance and Property Committee:-

- 2.1. The exercise of the powers and functions set out below are delegated by the Full Council in relation to finance and property:

- 2.1.1 All decisions within the control of the Council including but not limited to those listed in the Table below

- 2.1.2 Policy development in relation to finance and property, subject to approval by the Policy Committee or the Full Council

- 2.1.3 Review of performance in relation to the services provided on at least a quarterly basis

- 2.1.4 Review of day to day operational decisions taken by officers

- 2.1.5 Approval of consultation responses

- 2.1.6 Approval of departmental staffing structures as required

- 2.2. If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.

- 2.3. As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to officers.

- 2.4. The Committee will be responsible for its own projects but, where it considers it appropriate, projects will be considered by a cross-committee project steering group that will report back to the most appropriate Committee.

Table
Responsibility for the financial management of the Authority including recommending to Council the financial strategy, annual revenue budget, annual capital budget, asset management plan and precept on billing authorities
Responsibility for the monitoring, reviewing and development of the financial framework of the Council including its audit, investments, budgeting and accounting functions
Responsibility for corporate procurement
Responsibility for all property related functions including acquisitions and disposals
Responsibility for property design and construction and related consultancy services
Responsibility for the Council's information and communication technology (ICT) strategy
Responsibility for monitoring the Councillors' Divisional Fund
Responsibility for the Council's County Supplies internal trading organisation
Reviewing and recommending Financial Regulations to the Council for adoption

Other Options Considered

3. None.

Reason/s for Recommendation/s

4. To inform the committee of its terms of reference.

Statutory and Policy Implications

5. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the report be noted.

Mick Burrows
Chief Executive

For any enquiries about this report please contact: Paul Davies, x 73299

Constitutional Comments

6. As the report is for noting only, no constitutional comments are required.

Financial Comments (MA 27/04/12)

7. There are no direct financial implications arising from the contents of this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All