

WOODLEY TOWN COUNCIL

Powers and Duties of the Strategy and Resources Committee

1. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
2. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
3. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that committee's estimates, providing that savings cannot be found within the requesting committee's estimates and that funds are available.
4. To inform and advise the Council on the annual capital programme projects.
5. To manage the committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the committee.
6. To authorise expenditure on capital schemes approved by the Council.
7. To recommend to Council the borrowing of funds and the raising of loans.
8. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
9. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.
10. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
11. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
12. To oversee the management and development of The Oakwood Centre.
13. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
14. To deal with all leases and licences.
15. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.

16. To supervise communications between the Council and the public.
17. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
18. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
19. To oversee the administration of the Council's offices and depots.
20. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
21. To make appointments to the posts reporting directly to the Town Clerk (as at June 2014: Service Support Manager, Committee Officer, Leisure Services Manager, Head Groundsman,)
22. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
23. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
24. To liaise and foster good relations with local authority associations.
25. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one committee on a particular matter differ[s] from the recommendation of another committee on the same matter.
26. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
27. To consider, where appropriate, the environmental impact on decisions being made by the committee.
28. To award grants in line with Section 137 of the Local Government Act 1972.

Reviewed 24 June 2014