



Bodmin Town Council

Terms of Reference
May 2016

Finance, Staffing & Performance Management (FSPM) Committee

The FSPM Committee considers matters relating to the Council's Finance Staffing and Performance Management and is responsible for overseeing reviews of the Council's services and facilities to ensure efficiency, effectiveness and value for money.

- To prepare and submit to the Council the estimates of income and expenditure for each financial year and to make recommendations to the Council regarding the level of Precept;
- To be responsible for the Council's Capital and Revenue Budgets including monitoring of the budgets throughout the year;
- To approve the Schedule of Monthly Accounts in those months when there is not a Full Council Meeting;
- To agree any virement of expenditure across budget heads;
- To be responsible for the collection of all revenue, raising and renewal of loans in accordance with the Council's Financial Regulations;
- To oversee the Council's insurances;
- To be responsible for overseeing the banking, financial and accounting methods adopted by the Council, including ensuring that an effective and robust system of Internal Audit is in place, in accordance with the Council's Financial Regulations;
- To oversee the preparation of the Statement of Accounts including the Annual Governance Report;
- To receive reports from the External and Internal Auditors;
- To monitor the Council's investments;

- To approve matters relating to the Council's Staffing Structure, staffing compliment, grading etc., appointing staffing sub-committees and appeal panels as appropriate;
- To oversee the operational / procedural aspects (Part 3 Generic Risk Assessments) of the Council's Health and Safety Policy;
- To be responsible for the operational aspects of the Council's Risk Management Strategy and receive reports relating to the Risk Register and Control Assurance Statements;
- To consider and make recommendations on any requests for financial assistance and grant aid from outside bodies;
- To oversee matters relating to the CCTV system and receive reports and recommendations from the CCTV Working Party;
- To be responsible for overseeing reviews of the Council's services and facilities to ensure efficiency, effectiveness and value for money, making recommendations for service improvements and overseeing the preparation of action plans and timetables for the implementation of those service improvements; and
- To oversee the development of a range of Performance Indicators and other performance management tools and to set and monitor Key Objectives, Performance Indicators and performance targets.