



TERMS OF REFERENCE CORPORATE SERVICES COMMITTEE

Approved by Council: December 2020

6 Members of the Authority

Quorum = 3

Meetings: Meetings will take place at least bimonthly

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	<ul style="list-style-type: none"> • Committee
2. Resources	
2.1 To oversee Business Continuity of the Council.	<ul style="list-style-type: none"> • Committee for strategic overview • Strategic advice by Town Clerk
3. Policy	To advise Council on the formulation and amendment of policies and procedures; Member Officer Protocol, Code of Conduct.
3.1 To advise on the financial implications of proposed new policies or development of existing policies.	<ul style="list-style-type: none"> • Committee
4. Finance. To be responsible for the management and control of Projects for completion and before they are moved to the relevant Committee.	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Town Clerk in accordance with Financial Regulations and for operational management
4.1 To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations
4.2 To make recommendations to Business Services on Precept requirements.	<ul style="list-style-type: none"> • Committee
4.3 To authorise all leasing arrangements for the acquisition Of vehicles, plant and equipment within approved budget.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
4.4 To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Town Clerk for renewal & operational matters and minor changes in cover. • Committee for tendering & significant changes of cover raising premium by more than 15%
5. Grants	
5.1 Section 106 and grants from external Sources, relating to the Committees function	<ul style="list-style-type: none"> • Committee, Town Clerk & RFO as set out in Financial Regulations
6. Quality & Integrated management System	
To promote efficiency, value for money and an integrated approach to management.	<ul style="list-style-type: none"> • Operational management & approval of operational procedures to Town Clerk

6.1	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes	<ul style="list-style-type: none"> • Overview to Committee • Operational management to Town Clerk
6.2	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
7. Performance & Business Management		
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> • Operational management to Town Clerk • Strategic overview to Committee
7.2	To monitor the progress of the Capital Programme	<ul style="list-style-type: none"> • Committee
7.3	Approval of Corporate Business Plan.	<ul style="list-style-type: none"> • Committee • Town Clerk to determine underlying Action & Project Plans
7.4	Monitor and make recommendations to the Council for the use of Earmarked Reserves.	<ul style="list-style-type: none"> • Committee
7.5	Review the Financial Regulations annually and make recommendations to Council.	<ul style="list-style-type: none"> • Committee
7.6	Receive and review the reports from the Internal Auditor before presentation to Town Council for adoption.	<ul style="list-style-type: none"> • Committee
7.7	Track and review the budget vs actual spending across the Council based on September figures providing a report with recommendations to the Town Council. Considering investment opportunities.	<ul style="list-style-type: none"> • Committee
7.8	Considering investment opportunities.	<ul style="list-style-type: none"> • Committee
7.9	Debt management (considering bad debt write-off proposals at year end).	<ul style="list-style-type: none"> • Committee
7.10	Business Continuity.	<ul style="list-style-type: none"> • Committee
8. Communications / Public Relations and Marketing		
8.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Strategy.	<ul style="list-style-type: none"> • Strategic overview to Committee Operational management to Town Clerk
8.2	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Strategic overview to Committee Operational management to Town Clerk
8.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Strategic overview to Committee Operational management to Town Clerk
8.4	To advise Council on adoption of a publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"> • Strategic overview to Committee Operational management to Town Clerk
8.5	Town Council Communications – e.g., Flitwick Papers, website, leaflets, etc.	<ul style="list-style-type: none"> • Committee Operational management to Town Clerk
9. Information Technology Services		

9.1 Amendments & updates to layout of Web Site.	<ul style="list-style-type: none"> • Town Clerk for updates & layout • Committee for new websites & contracts within budget
9.2 IT (split with Business Improvement Board) – responsibility to IT infrastructure and systems used by FTC as well as service and maintenance contracts with the exception of the Rufus Centre Website.	<ul style="list-style-type: none"> • Committee
10. Environmental	<ul style="list-style-type: none"> •
10.1 Recycling and Environmental Impact including energy efficiency	<ul style="list-style-type: none"> • Committee
10.2 Development of Plans – e.g., corporate plan, emergency plan.	<ul style="list-style-type: none"> • Committee Operational management to Town Clerk