

Finance, Resources & Customer Services Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Finance, Resources & Customer Services Policy Board:

- A. Remit**
- Corporate Asset and Facilities Management
 - Civic Functions
 - Customer and Business Services
 - Finance and Resources
 - Human Resources and Organisational Development
 - ICT
 - Risk Registers
 - Procurement
 - Renfrewshire Licensing Forum
 - Renfrewshire Valuation Joint Board
 - Scotland Excel
 - Better Council Change Programme
 - Building Services
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services.
 4. To determine requests for financial assistance.
 5. To approve the allocation of common good funds
 6. To approve and oversee the annual service and/or business plans for the services whose functions are covered by the remit and delegations of the Board.
 7. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 8. To oversee the Council's establishment and training of employees and to make such adjustments as are necessary within the Council's personnel policies and subject to nationally agreed terms and conditions of employment.
 9. To provide responses on behalf of the Council to consultations in relation to pay levels and conditions of service of Council employees.

10. To provide oversight and review of the Council's workforce planning, organisational development and human resource strategies and plans.
11. Within the approved corporate framework, to decide on service packaging, service specifications, selection of tenderers, awarding of contracts, monitoring of contract performance and to undertake any other task relevant to filling the client role within the responsibility of this Board.
12. To accept tenders for previously approved projects.
13. To grant authority to members to attend seminars, conferences and other visits.
14. To make and review byelaws or management rules.
15. To write off deficiencies or bring into charge surplus stocks and stores.
16. To approve where required the Council's response to consultation papers which are within the Board's terms of reference including responses to consultations in relation to pay levels and conditions of service of Council employees.

C. Specific Delegations

Civic functions

17. To determine all matters in relation to civic hospitality and civic receptions.
18. To determine all matters in relation to the civic and ceremonial arrangements of the Council.

Finance and Resources

19. To oversee all arrangements concerning the Coat of Arms.
20. To approve and oversee town twinning links.
21. To oversee arrangements for the provision of resources for elected members, whether by way of accommodation, equipment or otherwise.
22. To approve all arrangements in relation to public and statutory holidays.
23. To exercise the functions of the Council in relation to staffing, accommodation and associated matters under the Licensing (Scotland) Act 2005.
24. To exercise the functions of the Council in relation to the registration of births, deaths and marriages.

25. To oversee arrangements for compliance with the requirements of data protection legislation and freedom of information legislation and information governance and management issues in general.
26. To determine matters associated with the Council's policies and practices in relation to the Council's employees, including their pay and conditions of service, and matters associated with sick pay schemes, pension, and accident insurance.
27. To approve and oversee policies in relation to health, safety and welfare of Council employees and service users for whom they are responsible.
28. To approve and oversee policies in relation to training and development of Council employees.
29. To oversee the promotion of good employment relations between the Council and its employees.
30. To oversee the operation of the Council's disciplinary and grievance procedures.
31. To oversee the Council's employment responsibilities as defined by the Equality Act 2010 (General Duty) requiring it to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
32. To oversee the Council's employment responsibilities as defined by the Public Sector Equality Duty (PSED).
33. To oversee electoral arrangements, other than matters reserved to the Council.
34. To oversee the Council's financial and budgetary arrangements including:
 - (a) monitoring the capital and revenue budgets of the Council;
 - (b) the making of recommendations in relation to the borrowing of money;
 - (c) the supervision of arrangements for the recovery of money due to the Council;
 - (d) approving the arrangements for authorising all loan, leasing and investment documents;
 - (e) the writing off of accounts due to the Council;
 - (f) banking arrangements;
 - (g) overseeing the Council's treasury management arrangements, including the Council's treasury management and investment strategy and approval of any amendments to the said strategy between annual

strategies being approved by Council;

- (h) the control and allocation of trust funds within the responsibility of the Council;
 - (i) accounting arrangements relating to salary and wages and associated arrangements for payment of Council paid employees and elected members; and
 - (j) matters relating to financial provision for the undertaking of Council activities and projects including expenditure consents.
35. To determine the operation of a housing benefits/ Council tax reduction scheme in terms of the relevant legislation.
 36. To determine matters associated with the Council's policies and practices in relation to the management and delivery of customer and business services across the Council.
 37. To develop and review the provision of information and advice about money matters.
 38. To approve and oversee the Council's procurement arrangements.
 39. To approve policy in relation to the Council's procurement arrangements.
 40. To approve and oversee matters relating to allowances for members.
 41. To approve and oversee the Council's insurance arrangements.
 42. To oversee all matters relating to central purchasing of goods and services.
 43. To approve policy in relation to the management and investment of Common Good funds, and to receive reports from the Investment Review Board on the performance of Common Good investments.
 44. To determine applications for grants and donations not within the area of responsibility of other Boards or the Local Area Partnerships.
 45. To approve and oversee the Council's corporate ICT strategy.

Corporate Governance

46. To approve and oversee the Council's governance arrangements other than matters reserved for the Council

Renfrewshire Valuation Joint Board

47. To consider matters relating to the operation of the Renfrewshire Valuation Joint Board.

Scotland Excel

48. To consider matters relating to the operation of Scotland Excel.

Renfrewshire Local Licensing Forum

49. To oversee matters relating to the Renfrewshire Local Licensing Forum.

Public Private Partnership Arrangements

50. To consider matters relative to the Council's Public Private Partnership arrangements.

Human Resources and Organisational Development

51. To provide oversight and review of the council's workforce planning, organisational development and human resources strategies and plans.

Facilities Management (repairs and maintenance and compliance, janitorial, catering and cleaning)

52. To oversee the management of catering services, including schools catering, in relation to all functions of the Council.
53. To oversee the organisation and management of repairs and maintenance and compliance, cleaning, building cleaning, janitorial and related services in relation to all functions of the Council.
54. To oversee facilities management of Renfrewshire House.

Procurement

55. To authorise the award of contracts in accordance with the Council's Standing Orders Relating to Contracts.
56. To provide oversight of the Council's participation in collaborative procurement arrangements.
57. To note updates, and, where appropriate, to approve responses on the Council's behalf on matters such as legislation, case law and policy changes, procurement reform and corporate and social responsibility initiatives.
58. Any other matter delegated by the Finance and Resources Policy Board relating to procurement.

Corporate Asset Management

59. To oversee the Council's corporate arrangements, plans and strategies of the management of its assets.

Property Services

60. To oversee the management of the register of land and buildings owned or occupied by the Council, incorporating information on location, size, use, condition, occupation, leases, rentals and reviews.

Better Council Change Programme

61. To oversee the Better Council Change Programme.

PPP Contract

63. To oversee the operation of the Council's PPP contract, including contract monitoring and compliance and reporting.