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| **POLICY AND AUDIT COMMITTEE FEBRUARY 2019** | | |
| **5 Members Quorum: 3** | | |
|  | **Function of Committee**  **Column One** | **Delegation of Function**  **Column Two** |
| **1** | **Policy and Strategy** |  |
|  | 1. To make recommendations to Council on adoption and amendment of the Council’s Strategies  2. To make observations to Council on policy or strategy documents by any public body at local, national, regional or sub regional level, the exception of Planning relating policies.  3. To make recommendations to the Council on:   * Corporate policies * Financial policies * Personnel policies * Environmental policies * Social and Community policies * Publicity and Marketing policies * Committee structure and terms of reference * Other policies not specifically delegated to a particular committee | None – final approval remains with Full Council  None – final approval remains with Full Council  None – final approval remains with Full Council |
| **2** | **Information Technology** |  |
|  | To oversee the use of information and other technology in support of the Council’s business and service commitments | Operational Management to Town Clerk  Strategic overview Committee |
| **3** | **Procurement** |  |
|  | To coordinate and oversee the Council’s procurement and make recommendations to Council | Operational Management to Town Clerk  Strategic overview Full Council |
| **4** | **Performance and Business Management** |  |
|  | 1. To be responsible for monitoring the performance of the Council  2. To review the Council Business Plan (once developed). | Operational Management to Town Clerk  Strategic overview Committee  Operational Management to Town Clerk  Strategic overview Committee |
| **5.** | **Communications/Public Relations and Marketing** |  |
|  | 1. To promote customer care and equality in service delivery and access  2. To coordinate and promote access to Council services and public information | Operational Management to Town Clerk  Strategic overview Committee  Operational Management to Town Clerk  Strategic overview Committee |
| **6.** | **Asset Management** |  |
|  | 1. Maintenance of Asset Register  2. Provision and management of office accommodation, other relevant fixtures and fittings  3. Corporate landlord management, repair and maintenance, leasing and licencing of Council land and buildings i.e. Bailey Hill Cottage | Town Clerk and verified by Committee  Operational Management to Town Clerk  Strategic overview Committee  Operational Management to Town Clerk  Strategic overview Committee |
| **7** | **Audit** |  |
|  | 1. To receive, monitor and action interim audit report  2. To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and Human Rights | None – final approval remains with Full Council. Operational management to Town Clerk.  Operational Management to Town Clerk  Strategic overview Committee |

**Definition of Strategic Overview**

That part of an initiative or service which is considered necessary to define Policy and Budget

**Definition of Operational Overview**

That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.