

**TERMS OF REFERENCE -  
POLICY, RESOURCES AND GROWTH COMMITTEE**

**Explanatory Note**

This Committee has overall responsibility for the financial and other resources of the authority, for developing the authority's strategy and policy based on national government and local priorities, and for the development of partnership working. It also has responsibility for many of the services delivered to residents and customers. Its specific functions are set out in the following paragraphs.

**Delegated Functions**

To exercise the functions of the Council as follows:

**1. Policy and Strategy**

To formulate, co-ordinate and implement corporate policies and strategies and make decisions relating to such matters to the extent that they are not reserved to full Council.

**2. Finance and Other Resources**

- (a) To establish the framework for the allocation, control and management of the Council's resources including finance, assets, IT, land and other property;
- (b) To formulate budget proposals for adoption by the Council;
- (c) To calculate of the Council Tax Base;
- (d) To make decisions or grant authorisations on expenditure in accordance with the requirements of financial standing orders;
- (e) To deal with all financial services, including risk management, insurance and external and internal audit arrangements;

(f) To oversee the Council's information governance arrangements.  
(note: this power is given concurrently to the Audit and Standards Committee).

### **3. Partnerships**

(a) To set up, develop and review partnerships, including, but not limited to, the Local Strategic Partnership;

(b) To co-ordinate, develop, adopt and review the Sustainable Community Strategy and make recommendations to Full Council.

### **4. Adult Learning and Employment**

(a) To discharge the Council's functions under the arrangements with the Skills Funding Agency and Young People's Learning Agency for the provision of adult education; and

(b) To discharge the Council's functions regarding the employment of physically disabled persons and youths, providing that the functions regarding youth employment shall be limited to the management of the existing establishment in Hove.

### **5. Neighbourhood Renewal**

To discharge the Council's functions in respect of neighbourhood renewal, which include:

(a) developing and implementing the neighbourhood renewal strategy for the City in order to narrow the gap between the most deprived neighbourhoods and the rest of the City, under the themes set by national Government of: housing, health, liveability, crime, education and employment and

(b) acting as the accountable body for the neighbourhood renewal fund on behalf of the Local Strategic Partnership.

## **6. Grants**

To deal with grants to community organisations and non-profit making bodies in the area of the Council providing that this shall not include grants in respect of educational charities which are the responsibility of the Children, Young People & Skills Committee.

## **7. Management of Establishments**

To deal with all matters concerning establishments as are more particularly set out under the scheme of delegation to officers.

## **8. Catering Services in Council Establishments**

To deal with all matters in connection with the provision of catering services in Council establishments used primarily by Council employees.

## **9. Best Value**

To establish the framework for the achievement of Best Value by the Council.

## **10. Human Resources**

To establish the framework for human resources policies and procedures and discharge the Council's functions as an employer where this is exercisable by a Committee.

## **11. Dismissal of certain statutory officers**

To discharge the function of a statutory panel in relation to the dismissal of the Chief Executive, the Monitoring Officer or the Chief Finance Officer and to make arrangements for this function to be discharged through the Personnel Appeals Panel.

## **12. Property Management**

(a) To manage land held for the purposes of the functions of the Committee, corporately held property and land declared surplus to the requirements of a Committee or the service area of a Director by the relevant Committee or Director.

(b) To authorise the acquisition or disposal of any land held by the Council providing that any proposal for the transfer of housing land which requires the consent of the Secretary of State shall be referred to full Council with recommendations.

## **13. Appointment to outside bodies**

To appoint representatives to outside bodies between annual Council meetings where the timing is such that it will be more expedient for the appointment to be made by the Policy, Resources and Growth Committee rather than Full Council.

## **14. Public Safety – Civil Contingencies**

To exercise the Council's functions in relation to emergency planning and business continuity, including the Council's functions under the Civil Contingencies Act 2004.

## **15. Communities**

To co-ordinate and lead on the Council's functions in connection with community engagement and voluntary organisations.

## **16. Equalities**

To co-ordinate and lead on the Council's functions in relation to Equalities and Inclusion.

## **17. Constitution**

(a) To receive reports on and monitor the operation of the Constitution;

(b) To make recommendations to Council with a view to improving the effectiveness, accountability and transparency of the decision making process.

## **18. Members' Allowances**

To consider the recommendations of the Independent Remuneration Panel and advise Council as appropriate.

## **19. General Powers**

(a) To discharge all other functions of the Council not specifically delegated to another Committee or reserved to Full Council under the law, this scheme of delegation, standing orders or procedure rules;

(b) To deal with matters referred to the Committee by other Committees or Sub-Committees as having corporate budgetary or policy implications.

## **20. Sub-Committees, Task Groups, Member Panels and Consultation Forums**

To be responsible for the setting up, review and abolition of Joint Committees, Sub-Committees, permanent task groups, permanent Member panels, consultation forums and commissions.

## **21. Miscellaneous Service Functions**

To exercise the Council's functions in relation to the following services/functions:

(a) Electoral and ceremonial matters relevant to the Council;

(b) Matters concerning the Fire Authority;

- (c) Legal services;
- (d) Complaints services;
- (e) Performance management
- (f) Corporate procurement;
- (g) Health and safety at work (in so far as it relates to the Council as an employer);
- (h) Revenues and Benefits, including Housing Benefit and Council Tax Benefit, the administration, collection and enforcement of Council Tax and Non-Domestic Rates;
- (i) Registration of births, deaths, marriages, partnerships and associated functions;
- (j) Local Land Charges;
- (k) Corporate Information and Communication Technology Services;
- (l) Corporate communications
- (m) Democratic services.