

## **The Finance and Staffing Committee Draft Terms of Reference**

**Adopted by Full Council Monday 23<sup>rd</sup> January 2023**

### **1. Committee**

The Finance Committee is constituted as a Standing Committee of Boughton Malherbe Parish Council.

### **2. Members**

All councillors will be permitted to attend and vote and the quorum should be three councillors

### **3. Voting**

In the case of an equal vote the Chairman shall have a second or casting vote.

### **4. Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates

### **5. Chairman**

The Chairman is to be elected annually at the annual meeting of the Council.

### **6. Meetings**

The Committee will meet as the workload requires, with a minimum of 3 clear days notice given.

### **7. Terms of Reference**

The Committee may review the Terms of Reference of the Finance and Staffing Committee and make appropriate recommendations to Full Council.

### **8. Responsibilities - Finance**

Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines These will include:

- a) Preparing the Committee's annual estimates.
- b) Recommending a precept to Council.
- c) To consider forward planning and provide earmarked reserves for the replacement and/or maintenance of any specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- d) Undertaking an annual review of all fees, charges and allowances.
- e) To consider all aspects of the Council's service delivery and recommend accordingly.
- f) To seek grant aid and appropriate support in respect to the responsibilities of the Council.
- g) Recommending, for the Full Council's consideration at the November Parish Council Meeting, an Internal Auditor to audit the Council's financial affairs during the next financial year to ensure practices, procedures, best value principles, management and legislative requirements are complied with and there are no discrepancies.

### **9. Annual Budget**

To prepare and submit the Council's annual budget for approval to the January Full Council Meeting.

### **10. Reserves**

- a) To ensure that all reserves are managed in line with the Council's Financial Regulations and Reserves Policy.
- b) To review the Reserves Policy and make recommendations to Full Council.

### **11. Internal Audit**

- a) To review the outcome of the previous year's internal audit in accordance with the review checklist to ensure all objectives have been met.
- b) To agree the Internal Audit Plan for the next financial year.

### **12 Responsibilities – Staffing**

The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, recruitment issues, and financial matters as described in the council's employment policy and procedures.

Overall responsibility for the Council's staff in accordance with legislative requirements, regulations and guidelines will include:

- a) To advise the Council on issues of staff pay and conditions
- b) To annually review and appraise the performance of the Clerk and to set adjustments of salary levels.
- c) To ensure the Council complies with all legislative requirements relating to the employment of staff.
- e) To deal with any staff disciplinary matter in accordance with the Council's Employment Procedure
- f) To deal with any staff grievance in accordance with the Council's Employment Procedure.
- g) To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement
- h) To oversee the appointment and recruitment process of Council employees.
- i) To ensure employees are appointed in accordance with the Council's Equality Statement and Employment policies and procedures
- j) To recommend the appointment or termination of contract for the Clerk
- j) To prepare and monitor a staffing budget covering salary, expenses and training

### **13. Meeting Duration**

The Finance Committee Meeting be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next Finance Committee Meeting. In exceptional circumstances the meeting may be extended at the discretion of the Chairman.

### **14. Minutes**

All non-exempt Minutes shall be open for inspection by any Member of the Parish Council or Public.

### **15. Admission of the Public and Press**

The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".