



FINANCE, GOVERNANCE AND PERSONNEL COMMITTEE

TERMS OF REFERENCE

Introduction

The Finance, Governance and Personnel Committee is appointed by and is responsible to Weston Turville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote at any time to modify the Committee's powers.

Membership

The membership of the committee will be reviewed at the Annual Meeting of the Parish Council but will consist of no less than three and no more than six Councillors. A quorum at the Committee shall consist of three or more Councillors.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights. Other members of the Council may attend but shall not have voting rights.

The Chairman of the Committee shall be elected at the Annual Meeting of the Parish Council.

Responsibilities

Finance:

- To oversee the annual budget process and to recommend to full council the annual precept to support the budget
- Regular monitoring of the Council's Budget and reserves position
- Monitor the internal and external audits of the Parish Council and ensure that all recommendations are reviewed and changes made where necessary.
- Carry out an annual review of the Parish Council's risk assessment and update as necessary
- To implement and review a 3 year rolling budget/forecast.
- Carry out an annual review of the Parish Council's insurance policy to ensure the cover is adequate to cover the risk.
- Maintain a record of all s106 funding due to the parish and allocate to projects
- Annual review and monitoring of the reserves policy of the Council to ensure that earmarked reserves are set aside for the maintenance of all Council assets and future projects

Governance

- Periodically review policies and procedures in place to ensure appropriate governance of the Parish Council's affairs and make recommendations to the Council as a whole for improvements in those policies and procedures.
- Ensure the Council's policies and procedures comply with current legislation and recommended practices and making recommendations to Council for any changes
- Prepare and regularly monitor the Council's Action Plan

Personnel

- To review staff salaries annually and make a budget recommendation to full council.
- To ensure that the terms of employment of all employees are equitable.
- To ensure the parish council complies with the requirements of auto-enrolment of employees into a pension scheme and that all employees are kept informed during the process.
- To ensure that all employees are given an equal opportunity to pension rights.
- To manage the recruitment and employment of new staff according to the Council's recruitment and employment policies.
- To manage the use and deployment of volunteers
- To regularly review staff contracts to ensure they are up to date and compliant with current legislation.
- To deal with any staff disciplinary or grievance matters in line with the Council's policy.
- To ensure all employees are aware of the Council's Health and Safety Policies and abide by them.
- To ensure that employees have a safe and healthy working environment and address any address any issues that arise relating to an employee's health or safe working.
- To ensure all staff have an annual appraisal and if required interim appraisals, and to review any unresolved issues arising.
 - The Clerk will be appraised by the Chair of the Council.
 - Other staff will be appraised by the Clerk

General

- Take advantage of any courses organised on financial issues or related subjects in connection with local councils.

Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

In the absence of the Committee Chairman, the first order of business shall be to nominate a Chairman to preside at the meeting.

Committee members are expected to abide by the Parish Council's Code of Conduct at all times.

These terms of reference will be reviewed annually.

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