

DALTON PARISH COUNCIL – FINANCE AND EMPLOYMENT COMMITTEE

TERMS OF REFERENCE

ADOPTED ON 16th May 2019

MINUTE NUMBER 5584.1

Membership – Member 6

(To be elected annually at the Annual Meeting of the Parish Council each year)

- The Chairman or Vice-Chairman of the Council shall be ex-officio, a voting member on the Committee
- The Finance and Staffing Committee to consist of 6 members, Chairman or Vice-Chairman of the Council
- The Chairman and Vice-Chairman are to be elected annually by the Panel at the first meeting after the Annual Council meeting of Dalton Parish Council and shall hold office until the next Annual Council meeting

Membership

Ex-officio: D Pickering and R Gleadhall

Councillors: I.C Barron, J Carrington, R Gleadhall, C G Malia, D Pickering and S Pickering.

Power to Decide: Yes as detailed in these terms of reference only

Power to Act: Yes as detailed in these terms of reference only

QUORUM: 3

Power to Spend

Full (except for agreeing budget, setting the precept, investments, authorising borrowing and loans) all of which must be authorised by the full Parish Council and in accordance with Financial Regulations.

Cheques and other orders for payment must be signed/authorised by two Councillors.

Accountability

The Finance & Employment Committee has delegated powers to act on behalf of the Parish Council in relation to the defined terms of reference only; any recommendations outside the Finance & Employment Committee's terms of reference shall be made to the Parish Council.

Meetings

The Parish Clerk will summon members to attend the Finance & Employment Committee meeting on the 1st Thursday of each and every month. Meetings will be held in the Dalton Parish Hall and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of this meeting will be recorded and brought back to this committee to be ratified before being presented to the Parish Council. All resolutions and recommendations to the Parish Council shall be recorded in the minutes of the meetings.

Scope

- To be cognisant of the need to be vigilant for evidence of fraud and to ensure that operational systems are such that the likelihood of fraud is minimised and transparent enough to ensure that fraud is readily detected.
- To approve expenditure in relation to any lawful undertaking of the Council or its committees.
- To scrutinise invoices, approve payments and sign cheques.
- To review expenditure against budget
- To review risk assessment and management arrangements
- To scrutinise and approve bank reconciliations as prepared by the RFO.
- To scrutinise and approve receipts and payments schedules as prepared by the RFO.
- To consider small grants and concession requests.
- To consider any item delegated by Council.
- To review the council's facilities, their use and upkeep
- To appoint 3 members for an interview panel which will include the Ex-officio.
- To have delegated powers to short list and recruit applicants, with the exception of the post of Parish Clerk and RFO, these positions to be ratified by the Parish Council.
- To agree the method to be used for the interview process
- To have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)
- To have delegated powers to administer the Investigation, Disciplinary and Grievance Procedure
- To appoint the Parish Council's Chairman to act as Line Manager to the Clerk
- The Parish Council Chairman to have delegated powers to carry out the annual appraisals (In December each year) of the Parish Clerk and to submit proposals in respect of salary and training to the Finance & Employment Committee (not later than the end of January each year)
- The Clerk to carry out appraisals for all other staff (in January each year) and submit proposals in respect of salaries and training of all staff to the Finance & Employment Committee (not later than the end of February each year).
- To have powers to review and agree staff pension arrangements.

- To review, agree and approve pay awards and other conditions of service to all staff.
- To review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- To have powers to employ a HR service
- To consider any matter of an urgent nature.

Review

The Finance & Employment Committee's terms of reference are to be reviewed each and every year at the Annual Council meeting.