

Claxby Parish Council Finance and Staffing Committee Terms of Reference

The purpose of this Finance and Staffing Committee (the “Committee”) is to focus on the financial, staffing and governance issues of Claxby Parish Council (the “Council”) as detailed in the list of functions.

All matters from this Committee will be presented as recommendations to the full Council for resolution.

The meetings are open to all members but only those resolved to be members of this committee will have voting rights.

A. FINANCE

1. Membership of the Committee

1.1 Members of this Committee shall be the Chair, Vice Chair and two other councillors, the latter to be decided annually.

1.2 The Chair of the Committee, who will not be the Chairman of the Council, will be decided at the inaugural meeting and at the first meeting immediately following each Annual Parish Council Meeting. If the chair of the Committee is absent, the Vice Chair will take over the running of the meeting.

1.3 The Committee will have a membership that is reviewed and voted on annually at the Annual Parish Council Meeting. It will be quorate (3 members), meetings will be held at least every three months and one week prior to the next full Council meeting. It will have membership numbers that are not limited but subject to a minimum of four serving Councillors (the “Councillors”).

1.4 If the number of councillors present falls below the required quorum, the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day that the Chairman shall arrange.

1.5 Councillors leading on a project will be invited to attend the Finance and Staffing Committee meetings for the duration of the project. All serving Councillors may request to be appointed to the Committee, with regard to a specific funding initiative.

1.6 Should any elected member resign the vacancy will be advertised and a new member of the Committee will be elected at the next Council meeting or the Council may determine to co-opt.

1.7 The Standing Orders and Code of Conduct that apply to the full Council will also apply to the Finance and Staffing Committee.

1.8 Minutes of the meetings will be recorded by the clerk or any member nominated at the meeting.

2 Functions of the Committee

2.1 To monitor all Council income and expenditure.

2.2 To recommend the annual budget and precept to the Council.

2.3 To monitor the internal and external auditing of the Council and all insurance matters.

- 2.4 To use the Council's Financial Regulations to govern the conduct of all financial transactions of the Council, review them annually at the Council's AGM, amend where necessary and ensure the Council is observing the regulations.
- 2.5 To recognise that the Responsible Financial Officer (RFO/Clerk) is responsible for the proper administration of the Council's financial affairs.
- 2.6 To allow members of the public to address the Committee meeting about specific items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's function but they must supply the clerk a written deposition five days before the meeting. Members of the public may be excluded from the meeting if confidential business is to be transacted.
- 2.7 To discuss items at the meetings that are limited to those that are included on the agenda for the meeting. Where possible the agenda shall be circulated by email at least five working days in advance.
- 2.8 To recognise that the RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
- 2.9 The Chair of the Finance and Staffing Committee will compile agendas for the meetings. The Clerk will send out requests for ideas 14 days before the Council meeting. Councillors to contact the Chair about items they wish to place on the agenda. Clerk to circulate the agenda.
- 2.10 To review Council Fees and Charges on a regular basis (at least annually at the Council AGM).
- 2.11 To approve other Committees' annual spending/budget levels and capital projects to be undertaken and recommend implementations of the same to full Council.
- 2.12 To approve, within the budgetary limits which have been recommended by the Finance and Staffing Committee and approved by the Council, the day to day expenditure of the Council.
- 2.13 To publish the minutes on the Council web site and notice board. The clerk will be responsible for arranging the recording and distribution of the minutes.
- 2.14 To have these Terms of Reference reviewed annually by the Finance and Staffing Committee before the Annual Parish Council meeting.

3. Powers and responsibilities

- 3.1 To monitor the Council's financial position on a quarterly basis.
- 3.2 To review the Council's internal financial controls and take appropriate action.
- 3.3 To propose the budget and precept for the forthcoming year.
- 3.4 To propose amendments to the Council's budget as required.
- 3.5 To consider the end of year accounts and the annual return only in the current or forthcoming years.
- 3.6 To review and propose accounting practices and systems.
- 3.7 To review the Council's insurance and take appropriate action.
- 3.8 To review the Council's reserves and take appropriate action.
- 3.9 To review the Council's assets and take appropriate action.

3.10 To review and agree all tenders including agreement of scope of works.

3.11 To annually, at the AGM, assess the financial risks facing the Council and recommend changes where necessary.

3.12 To review the financial governance and policies of the Council at the AGM and take appropriate action.

B. STAFFING

The Committee is appointed by full Council to deal with all staffing matters, subject to budget, expenditure and contractual limits decided by the Finance and Staffing Committee/full Council, and reporting back to full Council as required.

4.1 To establish and keep under review the staffing structure in consultation with the full Council.

4.2 To draft, implement, review, monitor and revise policies for staff.

4.3 To establish and review salary pay scales for all staff, and to be responsible for their administration and review.

4.4 To oversee the recruitment and appointment of staff, subject to ratification of appointments by full Council.

4.5 To arrange for the execution of new employment contracts, and changes to contracts.

4.6 To establish and review performance management (including annual appraisals) and staff training programmes.

4.7 To oversee any process leading to dismissal of staff (including redundancy).

4.8 To keep under review staff working conditions, and health and safety matters.

4.9 To monitor and address regular or sustained staff absence.

4.10 To make recommendations on staffing related expenditure to full Council.

4.11 To ensure the Council complies with its legal duties and responsibilities as an employer and recommends policies for adoption by the Council.

4.12 To obtain legal and HR advice from suitably qualified organisations and persons as the Committee may deem necessary to fulfil its duties subject to budgetary limits approved by Finance and Staffing Committee/Council.

4.13 To consider any appeal against a decision in respect of pay.

4.14 To consider a grievance or disciplinary matter (and any appeals), making arrangements for any necessary Panels for this purpose, ensuring fairness and impartiality.

4.15 To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences, manage approved overtime within approved financial constraints, and handle grievance and disciplinary matters and pay disputes.