



## **CATSHILL AND NORTH MARLBROOK PARISH COUNCIL**

### **Finance and Staffing Committee - Terms of Reference**

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted April 2010.

#### **Committee Membership**

The committee will comprise of five members of the Parish Council, including the Council Chairman.

The quorum is three members.

#### **The Aims and Objectives of the Committee regarding finance are:**

- To monitor and review policy regarding financial procedures including banking arrangements and make recommendations to the Council when necessary
- To review from time to time banking arrangements and make recommendations to the Council when necessary
- To monitor quarterly actual payments and receipts against budgeted payments and receipts
- To review the Council's Financial Regulations at least biennially and make recommendations to the Council when necessary
- To carry out risk assessment annually and make recommendations to the Council when necessary
- To review the Register of Assets annually
- To review the Council's insurance policy annually
- To review the Annual Return and make recommendations to the Council on approval of the Statement of Assurance
- To prepare a draft annual budget for approval by the Council

#### **With regards to staffing members of the committee are to be mindful of:**

- the legal framework for and good practice in employment matters
- the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- the nationally negotiated model contract and terms and conditions for the employment of the Clerk to the Council
- the CALC model Member-Officer Protocol
- the situation where the Clerk is the Line Manager for all other staff.

**Delegated responsibilities of the Finance and Staffing Committee are:**

- To authorise payments within the approved budget
- To appoint the independent internal auditor
- To be responsible for staff recruitment
- To confirm individual Contracts of Employment and all terms and conditions
- To make arrangements for regular objective review of the Clerk's performance by the Chairman (and Vice Chairman) of Council, or another as agreed with the Clerk, and take necessary action thereon
- To consider other staff reviews undertaken by the Clerk and take necessary action thereon
- To decide upon annual salary awards
- To consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- As and when required under the Council's Disciplinary and Grievance Procedures, to appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- To consider recommendations from the Appeal Panel and take necessary actions thereon
- To refer all policy issues relating to staff to the Council.