

# **Aston Clinton Parish Council**

## **Terms of Reference**

### **Finance and Staff Committee**

#### **1. Structure**

- a. The Finance and Staff Committee is a Standing Committee and shall comprise 6 Members, who will be appointed annually in accordance with Standing Order 6 and modified when appropriate in accordance with Standing Order 4 and 5.
- b. The quorum of the Committee shall be 3 Members, in accordance with Standing Order 4.
- c. The Chairman and Vice-Chairman of the Committee, and any Sub-Committee, will be selected in accordance with Standing Order 4.

#### **2. Purpose of the Committee**

- a. The Finance and Staff committee is appointed to recommend decisions about financial and staff matters, subject to budget and expenditure limits decided by the full Council. It shall have the following financial, staff and general responsibilities.

#### **3. Financial Responsibilities**

- a. To prepare budgets and recommend precepts and submit them to the full Council for approval.
- b. To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- c. To review and amend the Council's Financial Regulations annually and to ensure that the Council is observing the regulations.
- d. To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- e. To monitor and where appropriate recommend purchase of all capital items.
- f. To make provision for future agreed capital projects.
- g. To review and recommend an active policy for the best use and upkeep of the Council's property and resources.
- h. To monitor the Council's financial risk assessments and recommend changes where necessary.
- i. To establish and effect a clear policy for grant aid administration.
- j. To approve other Committees' annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the full Council.
- k. To approve within budgetary limits the day to day expenditure.
- l. To recommend to the full Council such delegated powers to the Clerk as thought appropriate.
- m. To appoint annually the Responsible Financial Officer to oversee the Council's financial affairs.

#### **4. Staff Responsibilities**

- a. To establish and keep under review the staffing structure.
- b. To draft, implement, review, monitor and revise policies for staff.
- c. To establish and review salary paycales for all categories of staff and to be responsible for their administration and review.
- d. To oversee the appointment and recruitment of staff.
- e. To arrange the execution of new employment contracts and changes to contract.
- f. To establish and review performance management (including annual appraisals) and staff training programmes for staff.
- g. To oversee any process leading to the dismissal of staff (including redundancy).
- h. To keep under review staff working conditions, and health and safety matters.
- i. To monitor and address regular or sustained staff absence.
- j. To make recommendations on staffing related expenditure.
- k. To consider any appeal against a decision in respect of pay.
- l. To consider a grievance or disciplinary matter (and any appeal).
- m. To supervise and performance manage the Clerk's work through a Sub-Committee, to administer the leave requests, record and monitor the absences, and handle grievance and disciplinary matters and pay disputes.

#### **5. General Responsibilities**

- a. To prepare a monthly report for the Parish Council monthly meeting summarising resolutions decided and motions requiring Parish Council resolution.
- b. To prepare an annual report for the Annual Meeting of the Parish Council to summarise the work undertaken by the Committee in exercising its responsibilities and delegated powers.

#### **6. Delegated Powers**

- a. None.