

# TERMS OF REFERENCE

## PERSONNEL AND FINANCE COMMITTEE

### **Overview**

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year. The quorum will be 3 members
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 3 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Personnel and Finance Committee meetings, and any councillor will have the right to attend meetings of the Personnel and Finance Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. Any councillors not on the employment and Personnel and Finance Committee must leave if the committee resolves to enter closed session.
6. The Committee shall function and operate in accordance with the Council's approved Standing Orders and Financial Regulations.
7. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
8. The Chairperson of the council will not be an ex officio member of the Personnel and Finance committee, but may be invited to attend and take part in the meeting, including voting, at the discretion of the Chairperson of the Personnel and Finance Committee.
9. Committee members who are not able to attend the meeting may ask a fellow councillor to substitute for them at the meeting. The committee member is responsible for finding the stand in. The clerk must be advised before 5pm on the evening of the meeting for the substitute to take part in the meeting – no exceptions. The substitute is not obliged to vote in a line with the committee members wishes.

### **Responsibilities**

The committee has delegated authority from Caistor Town Council to make decisions on the following areas of Town Council business:

### **Staff and office management**

1. To be responsible for all staffing matters, including:
  - a) Recruitment and dismissal of Town Council staff as delegated by CTC
  - b) Line management of the Clerk \*
  - c) Organising annual appraisals and receiving appraisal feedback\*\*
  - d) To note the Clerk's sick leave and carry out a back to work interview (if applicable)
  - e) Authorising the Clerk's annual leave
  - f) Dealing with grievance and disciplinary matters
  - g) Dealing with the training requirements of the Town Clerk\*\*\*

\* Line management of other Town Council staff is delegated to the Clerk, i.e to approve annual leave and sick leave. All disciplinary matters will be dealt with by the Committee.

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\*\* The annual appraisal of the Town Clerk will be conducted by the Town Council Chairperson and the Chairperson of the Personnel & Personnel and Finance Committee and reported on to the Committee

\*\*\* Training requirements to estates staff will be dealt with by the estates committee.

2. To be responsible for all matters connected with the provision of office facilities for the Town Council.

### **Financial planning and monitoring**

1. To produce a draft annual budget for consideration and approval by the Town Council.
2. To provide a recommendation to the Town Council on the level that the annual precept should be set.
3. To ensure that suitable accounting systems and internal controls are in place to safeguard the Town Council's finances.
4. To monitor actual spend with budgeted spend under the various budget headings.
5. To monitor and review the Council's bank accounts and investments to ensure that the Town Council's funds are invested in the most suitable place.
6. To appoint annually the internal auditor and review the internal audit system for the Town Council
7. To monitor the expenditure of the Mayor's / Chairperson's allowance.
8. To approve the Council's asset register and ensure that it is kept up to date.
9. To review the councils risk register and ensure appropriate steps are taken to mitigate or manage the key risks

### **Reviewing administrative functions and policies**

1. To review and recommend for approval by the Town Council, the Financial Regulations and Standing Orders
2. To review and then agree any necessary changes to all personnel related policies
3. To work with other Council committees and Working Groups in setting future objectives for the Council.
4. To propose to Council the introduction of new policies as may be thought desirable.

### **Other functions**

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.

### **Delegated powers**

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.

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The Chairperson shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairperson of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.

### **Committee Budget**

The committee shall have authority to incur expenditure related to the exercise of any of the above powers within the annual budget headings set for the committee or up to £2000 whichever is the lower. Additional expenditure must be authorised by Council.