



## **Valley Community Council**

### **Finance and Personnel Committee**

#### **Terms of Reference**

#### **1. Purpose**

1.1 The Purpose of the Finance and Personnel Committee is:

- a) To oversee the proper financial management by the Council in line with approved Financial Regulations, Standing Orders and any individual financial regulations relating to contracts.
- b) To oversee the employment management and terms and conditions of employment of the Council
- c) To make appropriate recommendations to the Council for ratification.

#### **2. Membership**

- 2.1 The Committee shall comprise Five (5) Councillors. The presiding Community Council Chair and Vice-chair each year shall automatically be a member of the Committee. All other serving Councillors may request to be appointed to the Committee.
- 2.2 Members will be elected to the Committee at the Community Council's Annual Meeting each year. Nominations to fill any vacancies that may occur from time to time during the year will be approved the full council.
- 2.3 The Committee quorum is three (3), one of whom must be the Chair of the Committee or his/her nominee in the event of enforced absence.

#### **3. Meeting and Administration**

- 3.1 The Clerk to the Council shall act as the Secretary of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee.
- 3.2 Meetings will normally be held quarterly prior to the full council meetings and/or as required and shall be open to the public.
- 3.3 Items to be discussed at the meeting are limited to those that are included on the agenda for the meeting. The agenda and papers for the meeting shall be circulated by email to all Committee members in advance, giving five (5) clear days' notice, prior to the meeting excluding Sunday and Bank Holidays.
- 3.4 Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Community Council meeting.

## **4. Functions**

### **4.1 Finance**

4.1.1 The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Community Council's financial affairs and is responsible for the maintenance of any documents and records necessary to ensure the effective fulfilment of the Committee's duties.

4.1.2 The Committee shall ensure that:

- a) the Council's financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- b) The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- c) The preparation of the annual budget, delegated to it by the Council is completed in a timely manner in consultation with all the Council's committees;
- d) The Committee makes recommendations on major financial transactions, budget setting, contract awards and the annual rate precept to the Full Council.

### **4.2 Personnel**

4.2.1 The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management

- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff

4.3 Any other matters delegated to the Committee/Sub-Committee or deemed relevant to these terms of reference.

4.4 Specific Sub-committees or Panels:

- a) Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.
- b) A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

## **5. Confidentiality**

5.1 Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the Committee with the press and the public excluded where appropriate.

## **6. Review**

6.1 Terms of Reference for the Finance and Personnel Committee will be reviewed and agreed at the Community Council's Annual meeting each year.