



## VALLEY COMMUNITY COUNCIL

### Finance and Personnel Committee Terms of Reference

Reviewed	Approved	Adopted
08/04/2026	15/04/2026 Minute ref: 318/2526	15/04/2026

*These Terms of Reference set out the remit, membership, delegated authority, working arrangements and reporting route for the Finance and Personnel Committee established by Valley Community Council.*

#### 1. Purpose of the Committee

The Finance and Personnel Committee (“the Committee”) is established by Valley Community Council to oversee and review the Council’s financial management and personnel matters, and to make appropriate recommendations to Full Council.

The purpose of the Committee is:

- a. to oversee the proper financial management of the Council in line with the approved Financial Regulations, Standing Orders and any specific contractual or procurement requirements.
- b. to oversee employment management and the terms and conditions of employment of the Council;  
and
- c. to make appropriate recommendations to Full Council for ratification or further decision.

#### 2. Status of the Committee

The Committee is an advisory committee of the Council unless and until Full Council expressly delegates any specific function to it in writing or through these Terms of Reference.

Where delegated authority is conferred, the Committee shall exercise that authority strictly in accordance with the Council’s Standing Orders, Financial Regulations, approved budgets and any relevant legal requirements.

#### 3. Powers

The Committee shall have no general decision-making powers beyond those expressly delegated by Full Council.

The Committee may consider, review and monitor all matters within its remit; request information and reports from the Clerk / Responsible Financial Officer (“RFO”); and make recommendations to Full Council.

Subject to clause 20 of these Terms of Reference, the Council's Financial Regulations, and within any budget or reserve approved by Full Council, the Committee shall have delegated authority to approve expenditure up to and including £5,000 (excluding VAT). Where the Committee is not scheduled to meet in sufficient time to consider the matter, expenditure within this limit may instead be referred to Full Council for determination in order to avoid unnecessary delay.

The Committee shall not approve any expenditure, contract award, staff appointment, variation to employment terms, policy amendment, tender exercise or other matter reserved to Full Council unless specific delegated authority exists.

#### **4. Scope of Responsibility**

The Committee shall consider and make recommendations to Full Council on matters including:

- a. the adequacy and effectiveness of the Council's financial management arrangements.
- b. the Council's system of internal control, including arrangements for the management of risk.
- c. the timely production of accounts and the safeguarding of public money.
- d. measures to prevent and detect inaccuracy and fraud, and the identification of officers' duties.
- e. the preparation of the annual budget, in consultation with the Council's committees, where appropriate.
- f. major financial transactions, contract awards and the annual precept.
- g. staffing levels, organisational structure, job descriptions and person specifications.
- h. recruitment, selection, appointment, vetting, retention and general staff management.
- i. staff terms and conditions, pay, grading, working hours, pension arrangements, allowances, expenses and leave entitlements.
- j. appraisals, sickness absence management, equal opportunities, and the operation of disciplinary, grievance, capability, grading and appeal procedures; and
- k. any other finance or personnel matter referred to it by Full Council or considered relevant to these Terms of Reference.
- l. the quarterly review of expenditure, commitments and budget variances, together with any recommendations arising therefrom;
- m. the oversight, safeguarding, maintenance, repair and replacement planning of the Council's land, buildings, equipment and other assets, including the maintenance of an appropriate asset register.

#### **5. Budget and Financial Planning**

The Committee shall keep under review the Council's budget position and medium-term financial commitments.

The preparation of the annual budget, where delegated by the Council, shall be completed in a timely manner and brought to Full Council with such recommendations as the Committee considers appropriate.

The Committee shall consider and make recommendations to Full Council on the annual precept and on any significant budget virement, reserve movement or other material financial matter requiring Council approval.

The Committee shall review actual expenditure and outstanding commitments on a quarterly basis, comparing them against approved budget headings and any relevant reserves, and shall report any significant variance, overspend risk or emerging budget pressure to Full Council.

## **6. Internal Control and Risk**

The Committee shall ensure 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.

The Committee shall review financial controls, record-keeping, banking and accounting arrangements, and any audit findings or recommendations relevant to its remit, and shall report to Full Council as appropriate.

The Committee shall also keep under review the condition, security, maintenance, repair and replacement needs of the Council's land, buildings, equipment and other assets, and shall make recommendations to Full Council on any works, renewals or asset management action considered necessary.

## **7. Personnel Matters**

The Committee shall be responsible, in conjunction with the Clerk to the Council and, where necessary, professional advisers, for reviewing and advising on personnel matters including:

- a. HR strategy and the development and review of HR policies and procedures.
- b. staffing levels and structure.
- c. job descriptions and person specifications.
- d. staff recruitment, selection and appointment.
- e. staff vetting and retention.
- f. staff terms and conditions of employment, salary grading, pay, allowances, expenses and subsistence.
- g. leave entitlements including annual leave, sickness, statutory entitlements and special leave.
- h. special conditions relating to a specific post or individual.
- i. working hours, pension arrangements, sickness absence management and staff performance review / appraisals.
- j. the operation of the Council's disciplinary, grievance, capability, grading and appeal procedures.
- k. equal opportunities; and
- l. the health, safety and welfare of staff.

Any appointment, dismissal, or variation of employment terms remains reserved to Full Council unless specific delegated authority is given.

## **8. Recruitment and Staffing Panels**

Smaller and specifically focused sub-committees or panels may be established, where necessary, to deal with confidential personnel matters such as capability, discipline, grievance or appeal processes in accordance with the Council's relevant procedures.

A Recruitment and Selection Panel may also be established, where required, for recruitment exercises, for example the appointment of a Clerk, and may comprise such members and advisers as the Council or Committee determines.

## **9. Membership**

Membership of the Committee shall comprise five serving Community Councillors unless Full Council resolves otherwise.

All other serving councillors may request appointment to the Committee, and membership shall be confirmed at the Annual Meeting of the Council.

Nominations to fill any vacancy arising during the year shall be determined by Full Council.

#### **10. Chair of the Committee**

The Chair of the Committee shall be appointed by Full Council at the Annual Meeting of the Council, or as soon as practicable thereafter if required.

**10.1 If the Chair of the Committee is absent** from a meeting, the members present shall appoint one of their numbers to act as Chair for that meeting, and the member so appointed shall preside for the duration of the meeting.

#### **11. Quorum**

The quorum for a meeting of the Committee shall be three members, one of whom must be the Chair of the Committee or his or her nominee in the event of enforced absence.

#### **12. Meetings**

Ordinary meetings of the Committee shall normally be held quarterly prior to full Council meetings, or at such other times as Full Council or the Committee may determine.

Additional meetings may be called where necessary.

In exceptional circumstances, an urgent meeting may be called on shorter notice in accordance with the Council's Standing Orders and legal requirements.

#### **13. Notice of Meetings and Agenda**

Items to be discussed at a meeting shall be limited to those included on the agenda.

The agenda and notice of the meeting shall be issued to Committee members giving at least three clear days' notice, excluding Sundays and Bank Holidays.

Notice of the meeting shall also be published in accordance with the Council's legal duties and meeting arrangements, including electronically and, where applicable, with details of how the meeting may be accessed remotely.

#### **14. Public Attendance and Participation**

Committee meetings shall be open to the public and press except where the Committee properly resolves that confidential or exempt business should be excluded in accordance with the law.

The person presiding over the meeting shall give members of the public in attendance a reasonable opportunity to make representations about any business to be transacted at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting, and subject to the Council's Standing Orders.

#### **15. Remote and Multi-location Meetings**

Meetings may be held wholly in person, wholly remotely, or on a multi-location basis in accordance with the Council's published meeting arrangements and current legal requirements.

#### **16. Declarations of Interest**

Members of the Committee shall observe the Council's Code of Conduct and shall declare personal and prejudicial interests in accordance with that Code and with the Council's Standing Orders.

**17. Clerk / Secretary**

The Clerk to the Council shall act as secretary to the Committee and shall record the proceedings, recommendations and resolutions of all meetings, including the names of those present, any apologies, and any declarations of interest.

**18. Minutes**

Minutes of Committee meetings shall be circulated promptly to all members of the Committee.

As soon as reasonably practicable after each meeting, and no later than seven working days after the meeting, the Council shall publish electronically a note of the meeting in accordance with the Council's Standing Orders, setting out the names of members present, any apologies for absence, any declarations of interest, and any decisions taken, subject to the exclusion of confidential or exempt information.

Draft or unconfirmed minutes may also be published electronically following the meeting. The minutes shall then be presented to the next full Community Council meeting for approval. Once approved by Full Council, the approved minutes shall be published electronically, or the published record updated accordingly.

**19. Reporting to Full Council**

The Committee shall report to Full Council by way of minutes, recommendations, or separate written reports as appropriate. Full Council shall determine whether to adopt, amend or reject any recommendation of the Committee.

**20. Financial Matters and Delegated Expenditure**

The Committee shall operate in accordance with the Council's Financial Regulations. Any expenditure, quotation, tender process or contractual matter shall be dealt with in accordance with those Regulations.

Within the scope of expenditure delegated under clause 3, the Committee may approve expenditure up to and including £5,000 (excluding VAT), provided that:

- a. the expenditure falls within the Committee's remit.
- b. sufficient provision exists within an approved budget heading, earmarked reserve, or other funding source already approved by Full Council.
- c. the relevant requirements of the Council's Financial Regulations, including quotation or procurement requirements where applicable, have been complied with.
- d. an appropriate record of the decision and supporting financial information is included in the minutes; and
- e. all expenditure approved under this delegated authority is reported to the next meeting of Full Council.

Where the Committee is not scheduled to meet in sufficient time to consider the matter, expenditure within this limit may instead be referred to Full Council for determination in order to avoid unnecessary delay.

Any expenditure above £5,000, or any matter which is novel, contentious, outside budget, or reserved to Full Council under the Council's governing documents, shall be referred to Full Council for determination.

## **21. Confidentiality**

Parts of meetings of this Committee, sub-committee or panel may be confidential, with the press and public excluded where appropriate and lawful, particularly in relation to staffing or other exempt matters.

## **22. Compliance and Governance**

In carrying out its role, the Committee shall act in accordance with:

- a. the Council's Standing Orders.
- b. the Council's Financial Regulations.
- c. the Members' Code of Conduct.
- d. the Council's policies relevant to employment, health and safety, equality, data protection and complaints; and
- e. any legislation and guidance applicable to local councils and employers in Wales.

## **23. Review of Terms of Reference**

These Terms of Reference shall be reviewed by Full Council at least annually and may be amended by resolution of Full Council.