

---

# Thurcroft Parish Council

## TERMS OF REFERENCE FOR FINANCE & GENERAL COMMITTEE

---

### **Purpose of Finance & General Committee**

This committee is appointed to make decisions about all matters relating to finance, staffing, audit and policies, subject to budget and expenditure limits decided by the full council unless stated otherwise.

### **Membership and voting -**

*(To be elected annually at the Annual Meeting of the Parish Council each year in May)*

1. The Committee will consist of a maximum of 8 councillors.
2. At the Annual Meeting of the Parish Council, the Council shall elect a Chair.
2. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.

### **Convening**

The Clerk will convene Finance & General Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the council in perpetuity.

### **Meetings**

Meetings will be held in accordance with the council's Standing Orders.

### **Quorum**

The quorum of the Committee will be 3 councillors.

### **Documentation**

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all members of the committee.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

### **Accountability**



---

# Thurcroft Parish Council

## TERMS OF REFERENCE FOR FINANCE & GENERAL COMMITTEE

---

The Finance & General Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.

### Remit of the Committee

#### 1. Finance & Audit

- To conduct an annual review of the effectiveness of the system of internal audit.
- To consider the internal audit report regarding accounts for the previous financial year.
- To provide a scrutiny function for draft accounts prior to their recommendation for approval at the next full Council Meeting.
- To consider any items for action arising from receipt of the external audit report in September.
- To review risk assessment and management arrangements.
- To be vigilant for evidence of fraud in operational systems.
- Business planning. To ensure a robust and up-to date business plan is prepared, which is affordable and deliverable.
- The Clerk to have delegated authority to review the weekly lists to offer guidance to the full council on planning applications by email and decide on the need to convene a meeting – for example, where applications are lengthy and/or substantial in terms of development or impact on parishioners.

#### 2. Staffing & HR

- To establish and keep under review the staffing structure in consultation with the Full Council
- To draft, implement, review, monitor and revise employment policies for staff.
- To administer and manage the recruitment process including:
  - *agreement of the application pack to include a job advert, job description, person specification and application form.*
  - *short listing of candidates*
  - *setting an interview date and carrying out interviews*
  - *select a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment and agree salary to be offered).*



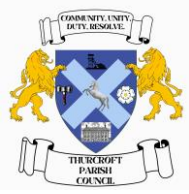
---

## Thurcroft Parish Council

### TERMS OF REFERENCE FOR FINANCE & GENERAL COMMITTEE

---

- *Chair of Finance & General Committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.*
- *Chair of Finance & General to obtain references*
- *Chair of Finance & General to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.*
- Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full council and this body will decide these.
- To arrange the execution of new employment contracts.
- To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 3 above).
- The Chair of the Committee may be the line manager for the clerk unless otherwise agreed; they will have responsibility for day-to-day liaison with the clerk including working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work and appraisal.
  - *The line manager will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.*
  - *The line manager, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee.*
- To establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.
- To manage the process leading to the redundancy of staff.
- To monitor and address regular or sustained staff absence.
- To make recommendations on any staffing related expenditure to the Full Council and give the clerk powers of delegation to work within this budget to purchase stationery, ink and similar necessities.
- To consider any appeal against a decision in respect of pay.
- To handle grievance or disciplinary matters (and any appeal)
- To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis *in* October.
- To implement, monitor and review staff pension arrangements.



---

# Thurcroft Parish Council

## TERMS OF REFERENCE FOR FINANCE & GENERAL COMMITTEE

---

- To consider any items delegated by full council.

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

### **Review**

The Finance & General Committee's terms of reference are to be reviewed annually at the Annual Council meeting.

*Adopted on Thursday 16<sup>th</sup> May 2024*