

## **REMIT AND DELEGATED POWERS**

### **FINANCE & STAFFING COMMITTEE**

1. The General Terms of Reference will apply to all Committees and Town Council.
2. The Committee will meet on a quarterly cycle unless otherwise required.
3. The Committee will have a membership of 9 comprising the following: Chairman Recreation & Amenities, Chairman Town & General Purposes, Chairman of Council, Vice Chairman of Council, plus 5 others elected at the Statutory Annual Meeting. In attendance: Town Clerk and RFO as required.
4. The quorum of the Committee shall be 5.
5. There will be a 15 minute public session at the start of each meeting.
6. The Committee will report to full Council
7. **Remit** - to monitor, oversee and review all matters relating to Council's finances and its use of resources, ensuring the efficient and effective management of those resources including land, property, IT, finance and manpower making recommendations to full Council as appropriate.
8. **Terms of Reference - Finance**
  - 8.1 **Delegated to Committee**
    - 8.1.1 To prepare the Council's financial strategy
      - 8.1.1.1 To review the annual revenue estimates for payroll and administration as proposed by the Town Clerk & RFO.
      - 8.1.1.2 To prepare the overall capital budget on receipt of the committees' capital budget proposals and including IT requirements.
      - 8.1.1.4 To make recommendations on the precept based on the combined revenue estimates and capital budget and submit to full Council in December/January each year.
    - 8.1.2 Quarterly to
      - 8.1.2.1 Review the overall revenue expenditure against budget.
      - 8.1.2.2 Review and retrospectively approve the Council's investments for the previous period.
      - 8.1.2.3 Receive and retrospectively approve the list of payments including cheques, direct debits, standing orders and telepay for the previous period.
    - 8.1.3 Ongoing control and audit of the Council's income and expenditure
      - 8.1.3.1 A minimum of two internal audits to be undertaken each financial year by an independent internal auditor.
      - 8.1.3.2 To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls.
      - 8.1.3.3 Review at least annually the Council's Financial Regulations
    - 8.1.4 Undertake annually the risk assessment in relation to the Council's insurance cover
    - 8.1.5 Insure against such risks as the committee deems necessary to cover

- 8.1.6 Ensure budgetary provision for the attendance of Councillors and Staff on training courses.
- 8.1.7 The writing off of bad debts over the Town Clerk's authorised level.
- 8.1.8 Any other matters which may from time to time be delegated by Council.
- 8.1.9 To consider all information technology matters and make recommendations to Council

## 8.2 **Delegated to Town Clerk**

- 8.2.1 The purchase of supplies and services as per the authority given in Financial Regulations Point 3.4 and 10.3 and Contracts point 2(i) to 2(iv).
- 8.2.2 Ongoing control and internal audit of the Council's income and expenditure.
- 8.2.3 Line Management for RFO.
- 8.2.4 Approval of emergency repairs to Council buildings and equipment in liaison with Chairman or Vice Chairman of appropriate committee and Chairman of Council as per the authority given in Financial Regulations Point 3.4.
- 8.2.5 Staff training within budget limits.

## 8.3 **Delegated to Responsible Financial Officer (RFO)** As per job description under auspices of Town Clerk

## 8.4. **Delegated to Grounds and Property Manager** The purchase of supplies and services as per the authority given in Financial Regulations 3.4 and 10.3

## 9. **Terms of Reference - Staffing**

### 9.1 **Powers Delegated to Town Clerk**

- 9.1.1 Line Manager as per staff structure.
- 9.1.2 Responsible for day to day management of Council business.
- 9.1.3 Compliance with Grievance/Disciplinary procedures as agreed by Council
- 9.1.4 Responsible for staff appointments below Grade 23
- 9.1.5 Responsible for staff appointments Grade 23 and above in conjunction with the Chairman of Finance and Staffing Committee
- 9.1.6 Salary reviews and recommendations to Finance & Staffing Committee.
- 9.1.7 Periodical review of administration/staffing.
- 9.1.8 Staff appraisals - if a performance review is adopted.
- 9.1.9 Staff training in line with budget.

### 9.2 **Delegated to Committee**

- 9.2.1 Oversee the general management of staff by receiving written and verbal reports from the Town Clerk and make recommendations to Council as appropriate.
- 9.2.2 Consider annual staff salary reviews and make recommendations to Council
- 9.2.3 Assist with appointment of Staff/be involved as required in interview process for Town Clerk, Grounds and Property Manager and Town Projects Officer.
- 9.2.4 Recommend appointments of Town Clerk, Grounds & Property Manager and Town Projects Officer to full Council.

- 9.2.5 To resolve grievance and disciplinary matters referred by Town Clerk according to procedures.
- 9.2.6 To refer appeals to Appeals Committee.
- 9.2.7 Ensure Councillors follow guidelines re Code of Conduct regarding Staff Line Management (See Appendix 1)
- 9.2.8 To keep under review matters relating to health, safety and welfare of all Council employees.
- 9.2.9 To consult on general staff matters.
- 9.2.10 To monitor and develop members of staff and review their training needs.

### 9.3 **General**

In the absence of the Town Clerk at times of holidays/sickness, routine matters to be dealt with by the Grounds & Property Manager/Assistant Town Clerk/RFO as appropriate and matters usually referred to the Town Clerk will be referred to the Chairman of Council.

### 10. **Referred Business**

- 10.1 Any matter with a staffing implication referred from another Committee or full Council.
- 10.2 Refer any expenditure outside delegated budget to full Council.
- 10.3 Refer any amendments to payroll expenditure to full Council
- 10.4 Refer any urgent business to full Council if time constraints or business demands so necessitates.