

WESTERLEIGH & COALPIT HEATH PARISH COUNCIL
COMMITTEE TERMS OF REFERENCE

Council

The following matters shall be reserved for decision by Full Council only:

- (i) approving the final budget and precept;
- (ii) approving the Council's annual accounts (including the accounting statements and the annual governance statement);
- (iii) borrowing money;
- (iv) writing off bad debts;
- (v) considering an auditor's report made in the public interest;
- (vi) confirming (by resolution) that it has satisfied the statutory criteria to exercise the power of general competence; or
- (vii) adopting or revising the Council's Code of Conduct.

These Terms of Reference are to be read and applied in conjunction with Westerleigh & Coalpit Heath Parish Council's Standing Orders and Financial Regulations.

Westerleigh & Coalpit Heath Parish Council

Finance & General Purposes Committee (six members)

Purpose

The Finance & General Purposes Committee is appointed to:

- effectively conduct the Council's budgetary and financial responsibilities in accordance with statutory requirements and the Council's Financial Regulations;
- to make decisions about all staffing matters.

Membership

A maximum of six Councillors. The Chair of the Council is an ex officio member of the Committee. The quorum of the Committee is three Councillors. The Committee will be elected annually at the Annual Parish Council meeting.

Chair

To be elected by the Committee at the first Committee meeting after the Annual Parish Council Meeting.

Meetings

The Finance and General Purposes Committee will meet three times per year in the months of February, July and October with additional meetings as required.

Minutes of all meetings will be recorded by the Clerk/ RFO. Minutes of all meetings will be received at Full Council meetings for information. Where the Committee makes recommendations to the Council, these will be specified on the agenda of the Full Council meeting.

When the Committee is considering staffing matters, due to the confidentiality and nature of the items, the press and public may be excluded.

Administration: Clerk/ RFO

1. Delegated responsibilities:

(Please note that the Full Council is not prevented from carrying out any of the following delegated responsibilities itself.)

Finance & general

- 1.1 To regularly monitor income and payments against the budget.
- 1.2 To approve bank reconciliations.
- 1.3 To authorise expenditure (up to £5,000) in accordance with Financial Regulations and within the budget allocation.
- 1.4 To authorise payments in accordance with Financial Regulations and within the budget allocation.

- 1.5 To determine grant funding applications (up to £5,000) in accordance with Council policy and within the budget allocation.
- 1.6 A minimum of three members of the committee shall join the Bank Mandate.
- 1.7 To ensure the accounts are internally and externally audited and all actions arising from audit are implemented.
- 1.8 To determine transfers between the Council's bank accounts.
- 1.9 To determine and review the Council's Investment Strategy.
- 1.10 To determine any other matters referred to the Committee by Full Council.
- 1.11 To respond to consultations that fall within the remit of the Committee.
- 1.12 To respond to planning applications when the consultation deadline falls before the next Full Council meeting.

Staffing

- 1.13 To determine, implement and review policies for staff.
- 1.14 To establish and review salary payscales for all staff and to be responsible for their administration.
- 1.15 To oversee compliance with the requirements of the staff pension scheme.
- 1.16 To oversee the recruitment and appointment of staff.
- 1.17 To arrange execution of new employment contracts and changes to contracts.
- 1.18 To establish and review performance management (including annual appraisals) and staff training programmes for staff.
- 1.19 To oversee any process leading to dismissal of staff (including redundancy).
- 1.20 To keep under review staff working conditions, and health and safety matters.
- 1.21 To monitor and address regular or sustained staff absence.
- 1.22 To consider any appeal against a decision in respect of pay.
- 1.23 To consider a grievance or disciplinary matter (and any appeal).
- 1.24 To supervise and performance manage the work of all staff, to administer leave requests, record and monitor absences, and handle grievance and disciplinary matters and pay disputes.

The Finance & General Purposes Committee may appoint a Staffing Sub-Committee to consider grievance or disciplinary matters (not including any appeal therefrom) and to manage staff. For TORs see p5.

2. Non-delegated responsibilities:

Finance & general

- 2.1 In consultation with the Clerk/ RFO, to draft and recommend to Full Council the annual parish budget and precept to be levied (no later than the end of December).
- 2.2 To review and make recommendations to Full Council on the provision of general and earmarked reserves.
- 2.3 To review and make recommendations to Full Council on all licenses, agreements, contract costs and length.
- 2.4 To review and make recommendations to Full Council on all charges, including the Bitterwell Lake licence fee and Bitterwell Lake chalet rental.
- 2.5 To recommend to Full Council a business case for borrowing money.
- 2.6 To review and make recommendations to Full Council on the following:
 - Health & Safety
 - Risk management
 - Section 106 and CIL funding
 - Financial Regulations
 - Standing Orders

Staffing

- 2.7 To review the staffing structure when required and recommend to Full Council any changes.
- 2.8 To make recommendations to Full Council on staffing related expenditure.

Westerleigh & Coalpit Heath Parish Council

Staff Sub-Committee (of Finance & General Purposes Committee) (three members)

Membership

A maximum of three Councillors. The quorum of the Staffing Sub-Committee is three Councillors. The Sub-Committee will be appointed by the Finance & General Purposes at its first meeting after the Annual Parish Council meeting.

Chair

To be elected by the Sub-Committee at the first Sub-Committee meeting after the Annual Parish Council Meeting.

Meetings

The Staffing Sub-Committee will meet as and when required.

Minutes of all meetings will be recorded by a Committee member. Minutes of all Sub-Committee meetings will be received at Finance & General Purposes meetings for information. Where the Sub-Committee makes recommendations to the Committee or Full Council, these will be specified on the agenda. Due to confidentiality and the nature of the items, meetings of the Staffing Sub-Committee will not be open to the public.

Administration: Clerk

1. Delegated responsibilities

- 1.1 To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies.
- 1.2 To manage, supervise and appraise the Clerk/ RFO, administer leave requests, record and monitor absences from work.
- 1.3 To consider any appeal by the Clerk/ RFO against a decision on pay.