Staffing / Finance / Policy / Appointments Committee

The Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

In accordance with council policy and operating at all times via the Clerk/RFO, this committee has the responsibility for the overall management of the Council's Finances / Policy / Appointments / Personnel, the terms of reference for this Committee are as follows:

Membership of the committee shall consist of Six (6) members with a Quorum of three (3) and has the Power to Decide/Act and Power to Spend and meetings will be held on such dates, times and place as the Council may direct. This will normally be three (3) times per year and one additional meeting, if required.

Policy

- To develop and maintain a strategic plan for the Parish;
- To monitor progress and council actions in pursuit of that strategy;
- To monitor new legislation and guidance form NALC/DALC and to develop policy responses as necessary;
- To develop and monitor policies for all aspects of Council Governance that satisfy the legal obligations and are congruent with the approved strategic direction;
- To review policies and the consequences of implementation of policy and to adapt policies as necessary to meet changing circumstances, including any possible future working towards Quality Parish Council Status.

Finance

- Reviewing and updating the Financial Regulations and ensuring they are observed by the Council;
- Overseeing the Financial Administration of the Council;
- Maintaining the Financial planning system including the determination of budgets/precept for Full Council's approval.
- Monitoring Performance against budgets and taking any necessary action;
- Monitoring purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations;

- Receiving and Reviewing Audit Reports and arranging for implementation of any recommendations and ensuring that an adequate and effective system of internal audit of the council's records and control systems are maintained
- Developing, maintaining and monitoring the policy on the management of reserves;
- Undertaking spot checks on the books of accounts and reconciling the books of accounts to the Bank Accounts;
- Providing advice and guidance to the Chairs of other Committees and to the full Council on all aspects of financial management;
- Appointing sub committees to undertake any specific project work as necessary;
- To consider Health and Safety matters
- To manage and maintain the Parish Office, equipment, also monitor the use of the Council's Assets as they appear on the asset register.
- Perform a Risk Assessment of all Council Services, Business and Assets.
- To review in conjunction with the Clerk/RFO the council's insurance arrangements ensuring the property and risks are adequately insured.
- To authorise any expenditure within the Councils powers up to a maximum of £1000 for any item without prior reference to Full Council, such expenditure to be reported specifically at the next Full Council Meeting.

Appointments

- To deal with the appointment of Councillors to Standing Committees to ensure parish wide representation of all Standing Committees;
- To ensure appropriate development opportunities for all members on all aspects of the operation of the Council;
- To ensure, in cases where there is an excess of volunteers, that the appointments reflect the terms above as far as possible;
- To encourage, in cases where there are vacancies on Standing Committees, less experienced members to take up appointments on those Committees.

Personnel Panels

Recruitment - SFP Chairman + two Councillors
Disputes - SFP Chairman + two Councillors
Appeals - Members (3) to have no prior knowledge of the issue to be discussed - To consider any appeal against a decision made by Recruitment or Disputes Panels.

The Terms of Reference for the Personnel matters are:

- To recruit, retain and develop staff to undertake the work of the council;
- To determine the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice;
- To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically;
- To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work;
- To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.
- To deal with initial Grievance and Disciplinary Complaints / Procedures.

Reporting

To Report to Full Council on all aspects of the Councils Financial Transactions and Status.