



Loughton Parish Council

Finance and Staffing Committee

Terms of Reference

1. The Finance and Staffing Committee is a committee of the full council and shall operate within these terms of reference and the standing orders of Loughton Parish Council.
2. The Full Council shall determine the appointment of members of the Committee from time to time.
3. That the committee shall elect a Chairperson.
4. The quorum shall consist of 3 (three) members.
5. In the event of the Chairperson not being in attendance at a meeting then the Vice Chair shall chair the meeting. If the Vice Chair is not present then the meeting shall elect a Chairperson amongst the members of the Committee in attendance for that meeting only.
6. The Chairperson shall convene meetings of the Committee as and when these are required but at least quarterly.
7. The minutes shall be produced promptly and referred to the next Full Council meeting of Loughton Parish Council to note. Minutes will also be published on the Parish Council website once approved.
8. The Parish Clerk shall usually attend the committee to advise and to take the minutes but the committee shall be able still to meet if the Parish Clerk is unavailable to attend.
9. All committee meetings will be open to the public, except when the committee may resolve to exclude the press and public to deal with confidential items by considering passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that it could involve the likely disclosure of private and confidential information.
10. The Committee will coordinate budget preparations generally, bringing final proposals to the Full Council including the recommendation for the setting of the precept no later than its January meeting in each year.
11. The Committee will monitor income and expenditure against the budget on a regular basis.
12. The Committee will monitor banking arrangements to ensure these are suitable and will monitor investment of any reserves to ensure good stewardship.

13. The Committee may approve all invoices for payment received by Loughton Parish Council and to approve cheques for payment or alternatively this can be dealt with at the Full Council meeting
14. The Committee shall ensure that the Council's financial procedures and systems are reviewed from time to time and will ensure that the Council is abiding by statutory requirements in relation to its accounts and finances, and by Parish Council's financial procedures.
15. The Committee shall oversee internal and external audit of the Parish Council's finances and ensure that the accounts are published on the Parish Council website.
16. The Chairman of the Parish shall be responsible for day to day line management and performance management and appraisal of any staff employed by the Parish Council. This will be reported on to the Committee.
17. The Committee shall be responsible for the adoption and implementation of all relevant personnel policies and procedures including (but not limited to):-
 - a. Changes to the terms and conditions of service
 - b. Remuneration
 - c. Pensions
 - d. Sickness procedures
 - e. Annual leave
 - f. Disciplinary and grievance procedures
 - g. Redundancy
 - h. Dismissal
18. Any member of the Full Council shall be entitled to call in any decision of the Committee for scrutiny by the Full Council seven (7) days after the serving of the minutes to all members by submitting an appropriate resolution to the next meeting of the Full Council in accordance with standing order. However the decisions of the Committee remain valid and may be acted on up to and until such point as they are overturned by a decision of the Full Council.

Adopted by a meeting of Council held on Monday 18th February 2013