



## **Loughton & Great Holm 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 & Great Holm Parish Council.
2. The Full Council shall determine the appointment of members of the Committee from time to time.
3. The committee shall elect a Chair in the first meeting of the Parish Year (after the May Full Council meeting).
4. The quorum shall consist of any 3 committee members.
5. In the event of the Chair not attending, then the meeting shall elect a Chair amongst the members of the Committee in attendance for that meeting only.
6. The Chair shall convene meetings of the Committee as and when these are required.
7. The minutes shall be produced promptly and referred to the next Full Council meeting of Loughton & Great Holm Parish Council to note. Draft minutes will be published on the Parish Council website and the final minutes will replace them once they are approved at the next Finance and Staffing Committee meeting.
8. The Parish Clerk shall usually attend the Committee meetings to advise and to take the minutes, but the Committee shall be able to meet if the Parish Clerk is unavailable to attend, and minutes will be taken by a member present.
9. All Committee meetings will be open to the public, except when the Committee resolves 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 co-ordinate budget preparations, bringing final proposals to the Full Council's December meeting including a recommendation for setting the precept for the forthcoming financial year.
11. The Committee will monitor income and expenditure against 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, and individual contracts up to the value of £5,000, 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 the internal and external audit of the Parish Council's finances and ensure that the accounts are published on the Parish Council website.
16. The Finance and Staffing Committee shall be responsible for line management, performance management, salary and appraisal of the Parish Clerk. Appraisal and management of other staff members will be the responsibility of the Proper Officer. Updates on appraisals and recruitment will be reported to the Committee.
17. The Committee shall be responsible for the adoption and implementation of all relevant personnel policies and procedures including:
  - 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 orders. 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.

Last revised and approved – May 2024 (FC99/24)