

Terms of Reference for Finance and Corporate Governance Committee – powers to be removed are in red italics.

Finance and Corporate Governance Committee –

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| Name of Committee | Finance and Corporate Governance |
| By what authority: (e.g. Council, Statute, legislation)? | Council. |
| For what period: (e.g. indefinitely, until it reports on a defined date)? | Annual review by the Town Council at May Meeting. |
| Function or purpose: i.e. why the committee is needed | The overall purpose of this committee is to ensure that the council's finances, audit, staffing and its statutory obligations are conducted in accordance with good practice. |
| Terms of Reference | <p>Staffing</p> <p><i>1. To ensure employment and health and safety legislation is adhered to in relation to all staff and to review risk assessments.</i></p> <p><i>2. Committee to have the power to resolve the appointment of all staff except the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council.</i></p> <p><i>3. To monitor and review the salary, contract, job description, appraisals and terms and conditions of all staff employed by the Town Council.</i></p> <p><i>4 To consider and approve the working of additional hours for one off projects.</i></p> <p><i>5. Committee to have the power to resolve employee issues except those referred to the Grievance Panel and the Appeals Panel.</i></p> <p><i>6. To nominate Councillors to undertake the Town Clerk's annual Performance Review.</i></p> <p>To review and award the following contracts – payroll, health and safety, year-end accounts close down, computer support, copier.</p> <p>To consider staff requests for attendance on training courses that fall outside of the statutory training required in order to carry out the role and either cost over £250 or will exceed the training budget.</p> <p>Finance and Audit</p> <p>1. To monitor and review all financial and <i>staffing</i> policies.</p> <p>2. To monitor quarterly the financial progress of the council's expenditure against budget.</p> <p>3. To appoint the Council's internal auditor.</p> <p>4. To consider and implement recommendations on all reports arising from both internal and external auditors.</p> <p>5. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances.</p> <p>6. To authorise budgeted expenditure on the following budget codes Administration, Staffing and Cllr Expenses.</p> <p>7. To make budgetary and precept recommendations to Full Council for future budgets.</p> <p>8. Annually to review all earmarked reserves and approve new allocations/ removals to and from earmarked reserves.</p> |

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| | 9. Committee has the authority to delegate areas of responsibility to either a sub-committee, a working group or an officer. 10. Any other matters that may be delegated by Full Council. |
| Reporting: (are reports required? How often? To whom or what body?) | Draft minutes to next available Town Council meeting. |
| Budgetary authority: (if any) | Administration, Cllr Expenses and Staffing . |
| Number of members (if prescribed) | All |
| Quorum (minimum attendance) | 5 |
| Procedures (prescribed or self-determined – list if prescribed) | Act in accordance with the Town Council's decisions, legal powers and policies. |
| Frequency of meetings | Minimum quarterly. |
| Prescribed members: | N/A |
| Any disqualifications from membership? | N/A. |
| Contact person(s) | Town Clerk/Projects and Finance Assistant. |

Following the removal of these powers outlined below is a suggested delegated authority for a staffing committee as recommended by the Finance and Corporate governance committee on 12.10.23.

Staffing Committees

| Name of Committee | Staffing |
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| By what authority: (e.g. Council, Statute, legislation)? | Council. |
| For what period: (e.g. indefinitely, until it reports on a defined date)? | Annual review by the Town Council at May Meeting. |
| Function or purpose: i.e. why the committee is needed | The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer. |
| Terms of Reference | <ol style="list-style-type: none"> 1 To deal with grievance, disciplinary and capability matters to a final conclusion, in accordance with the Council's Procedures, only reporting to Council when the time for any appeal has passed. 2 To be responsible for arrangement of the appraisal of the Town Clerk. 3 To review Terms and Conditions of service and salaries of staff 4 To oversee any job evaluation process. 5 To review the organisational structure and necessary staffing levels. 6 To consider staffing reviews. 7 To prepare and maintain employment policies and procedures and the Staff Handbook. |

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| | <p>8 To prepare and review Job Descriptions and Person Specifications.</p> <p>9 To prepare and review Contracts of Employment.</p> <p>10 To develop and review Health and Safety Policies and Procedures.</p> <p>11 To consider any other matters delegated to the Committee by Council.</p> <p>12 To oversee the recruitment and appointment of all staff except for the Town Clerk which, by recommendation of this Committee, must be appointed by full Council.</p> <p>13 To develop the Council's training policy and needs.</p> <p>14 To monitor the annual staffing budget and make recommendations for future staffing budgets.</p> |
| Reporting: (are reports required? How often? To whom or what body?) | Draft minutes to next available Town Council meeting. |
| Budgetary authority: (if any) | Staffing. |
| Number of members (if prescribed) | 7 |
| Quorum (minimum attendance) | 3 |
| Procedures (prescribed or self-determined – list if prescribed) | Act in accordance with the Town Council's decisions, legal powers and policies. |
| Frequency of meetings | When required |
| Prescribed members: | N/A |
| Any disqualifications from membership? | N/A. |
| Contact person(s) | Town Clerk |

If a staffing committee is to be created this would require amendments to the staff handbook and staffing policies around capability, grievance, and discipline, as these all make reference to the Finance and Corporate Governance Committee. These are attached in a separate document.

It would also require the disbanding of the Grievance, Discipline and Appeals Panels as these panels would be appointed by the staffing committee at the time an issue arises.