# Terms of Reference – Finance, HR Contractors and General Purposes Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Committee shall be decided by the Chair of the Parish Council.

The committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters affecting finance, HR, general purposes or the contractor.
2. Agree the Parish Councils draft budget and precept requirements from data received from the RFO and the committees, to be approved by the Parish Council.
3. To consider and make decisions on any matters affecting finance and HR.
4. To exercise the powers delegated to the committee on behalf of the Parish Council set put in section 2 below.
5. To be responsible for the monitoring of the income and expenditure of the Parish Council committees, ensuring the amounts concerned are consistent with the approved budget.
6. To consider any financial impacts of decisions made by the committees and the Parish Council looking at any long-term implications.
7. To approve authorised signatories in respect of payment.
8. To be responsible for all staffing matters for the Parish Council, these include:
* Employment of staff including advertising, interviewing and recommending.
* Any staff issues or concerns
* Staff salaries
* Staff grievance/disciplinary matters.
* Approval of staff contracts and employment documents.
1. To be responsible to establish and review performance management and staff development, in liaison with the relevant line managers. Yearly appraisals will be completed by the staff members line manager as follows:
* The Parish Council Chair and Vice Chair will conduct the appraisal of the Clerk/RFO.
* The Clerk will conduct all of the staff appraisals.
1. To agree the members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision, this will be with three different Councillors to the original disciplinary/grievance panel and must include the chairman of the Parish Council.
2. To work with the contractor to provide a well-managed and cost-effective service to the residents of the parish.
3. To carry out inspections of the contractors work.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning financial management, staffing issues, policies and the contractor, but excludes final decisions on:

* Tenders.
* Changes to contractual services affecting the parish.
* Situations where a dispute between the committee and the contractor has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

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