

# Employment, Finance and Policies Committee



## Terms of Reference

---

**The Parish Council delegates the following responsibilities to the Committee.**

### **1. General**

To meet at the discretion of the Committee Chair to deal with matters pertaining to the efficient management of the responsibilities listed below, and to report to the Parish Council via meeting minutes:

- (a) To appoint a Committee Chair
- (b) To review the adequacy of the insurance cover for Council property, employees and activities.
- (c) To monitor income & expenditure throughout the year.
- (d) To draw up Financial Regulations for recommendation to the full Parish Council.
- (e) To obtain permission for and negotiate terms of any loans that may be necessary for the Council to fulfill its obligations/carry out capital work.
- (f) To consider the Small Grants Award applications, offering community groups and organisations an equal opportunity to access financial support and recommend to council for payment.
- (g) To review annually Parish Council Risk Assessments.
- (h) To review and recommend updates to Parish Council Standing Orders, Financial Regulations and other associated documents.
- (i) To consider & carry out periodic reviews of current Council Policies and Terms of Reference. New policies should be recommended for adoption by the Council.
- (j) To make recommendations to the Parish Council **annually** on all employment related matters. The group chair will conduct all staff appraisals including interviews accompanied, when appropriate, by the Parish clerk as office manager. The process will require some initial self-assessment by those being appraised.

## **2. Finance-Employment**

- (a) To recommend annual remuneration rates for all employees and self-employed staff.
- (b) To prepare an annual employment budget for submission to the Council in time for precept consideration.
- (c) To monitor income & expenditure related to employment issues throughout the year.
- (d) To report details of requested budgets by end of November each year. The report should include the remaining balance and any plans for its use.
- (e) Submit annually a costed maintenance and improvement plan for the coming year.

## **4. Finance-Council Finance**

To prepare for submission to the Council:

- (a) Recommendations for the annual precept request and to provide annual estimates for the precept for areas not covered by other Committees.
- (b) Prioritised lists of special projects brought forward by Council or Committees.
- (c) A list of proposed special projects to be referred to the Council.
- (d) A review of long standing donations annually during preliminary precept discussions.
- (e) Define the terms of employment of all staff
- (f) Purchasing details and contracts in accordance with Financial Regulations.
- (g) Lists of any debts to the Council which remain unpaid after applications, including discussions over the matter with the debtor, will be submitted by the RFO/Employment, Finance and Policies Committee to the Council with a recommendation for either write off or further pursuit.