



Finance and Human Resources Working Group

Terms of Reference

Adopted at the Full Council meeting held on Thursday 23rd May 2024

The role of the Finance and Human Resources Working Group is to advise the Council on all aspects of the financial administration, governance and Human Resources for employees and Councillors.

1. Membership

- 1.1 The Working Group shall consist of up to 3 members of the Council.
- 1.3 The Chairman and Vice-Chairman of Northiam Parish Council will be ex-officio members unless they are working group members.
- 1.4 Full Council will elect members to the Working Group at the Annual Meeting of the Parish Council each May.
- 1.5 The Working Group will elect a Chairman of the Finance and Human Resources Working Group.
- 1.6 The Quorum for a meeting will be a minimum of three Councillor Members.

2. Meetings

- 2.1 The Working Group is required to hold meetings as needed, but no less than quarterly.
- 2.2 It is the responsibility of Working Group Members to notify the office of their absence and apologies in response to the advertising of the agenda.
- ~~2.3 The Committee will have the right to convene special meetings in accordance with the Council's standing orders.~~
- 2.4 Working Group meetings are informal ~~and therefore the agenda will be displayed publicly and standing orders will apply.~~
- 2.5 The Clerk/RFO will attend Working Group Meetings as required. The attending officer shall be responsible for logging actions recommended by the Working Group.
- 2.6 The Working Group will hold no meetings in August unless there is urgent business to conduct.

~~3. Voting~~

- ~~3.1 All decisions of the Committee shall be determined by majority vote. The Chair of the Committee has the casting vote when there are equal numbers of votes.~~
- ~~3.2 The ex officio members may not vote on resolutions unless they are full committee members.~~

4. Remit - Finance

- 4.1 Monitor income and expenditure **reporting at least quarterly to the council.**
- 4.2 Develop policies and procedures for the financial management of the Council.
- 4.3 Carry out an annual review of the Financial Regulations and present them to Council for adoption.
- 4.4 Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible
- 4.5 Receive from the Responsible Financial Officer, annual budgets and recommend a budget and precept to the Council.
- 4.6 ~~Undertake a~~ **To assist with** a financial risk analysis annually and review the Council's insurance arrangements to ensure that property and identified risks are adequately insured.
- 4.7 Monitor purchasing decisions to ensure value for money as agreed in the Financial Regulations.
- 4.8 Undertake an annual review of the Council's asset register to ensure it is up to date.
- 4.9 To explore funding through grants and other income means to support Parish Council projects.
- 4.10 To **request** specialist advice on matters referred to it by the Council **as required.**
- 4.11 To deal with any other matters relating to finance referred to the Working Group by the Council **or other Committees.**
- 4.12 To recommend any virements to the Council.
- 4.13 To receive and review Audit Reports and ensure the recommendations are made to the Council.**
- 4.14 To undertake a monthly review and reconciliation of the parish council bank accounts.

5 Remit – Human Resources

- 5.1 To review and propose policies and procedures for the line management of the Council's human resources.
- 5.2 To review and propose the staffing levels and positions that will efficiently discharge the work of the Council and to review workloads periodically.
- 5.3 To advise the Council on job descriptions and skill requirements for all positions.
- 5.4 To review and propose pay and contractual conditions of employees and review/update these as necessary to comply with UK Employment Law as well as good practice, for recommendation to Council.
- 5.5 To promote and lead the continuous professional development and training of both staff and Councillors.
- 5.6 To review annually, the Staff Handbook including all procedures contained in the Staff Handbook.

- 5.7 For the recruitment of the Clerk: To make up an interview panel consisting of three Councillors and to make recommendations to Council.
- 5.8 To make recommendations on any grievance and disciplinary matters in accordance with the grievance and disciplinary procedures.

5. Rules and Regulations

- 5.1 The Councillor's Code of Conduct will apply to all Members of the Working Group.
- 5.2 The conduct of the meeting will be governed by the Council's Standing Orders.
- ~~5.3 Any financial transaction approved by the Committee will be governed by the Council's Financial Regulations.~~

DRAFT