

PORLOCK PARISH COUNCIL

FINANCE & HR COMMITTEE TERMS OF REFERENCE



COMMITTEE MEMBERS:

Cllr. S McCanlis

Cllr. S Colson

Cllr. D McCanlis

Cllr. D Heath

Chair & Vice-Chair as ex-officio

1. GENERAL

Membership of the Committee, its Chair, its place of meeting, notice requirements and its quorum for a meeting, which will be no less than three, will be determined by Council. The Committee will be mindful of:

- i. the council's Standing Orders.
- ii. the council's Finance Regulations.
- iii. the individual financial regulations relating to contracts.
- iv. the legal framework for, and good practice in employment matters.
- v. the confidential nature of commercial or employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee.
- vi. the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council.
- vii. relevant council protocols and policies.

2. MATTERS FOR RECOMMENDATION TO COUNCIL

The Committee make recommendations to Council regarding:

- i. expenditure over £2,000 (excluding VAT).
- ii. the annual budget.
- iii. risk management procedures.
- iv. committee terms of reference.
- v. fees & charges.
- vi. insurance arrangements.
- vii. financial regulations.
- viii. investment policy.
- ix. the Annual Return and as part of the process to:
 - i Review the Annual Accounts
 - ii Ensure the Asset Register is up to date.
- x. staff recruitment.
- xi. staffing & office requirements including budget allocations.
- xii. all policy issues relating to staff.
- xiii. decide upon annual salary awards.

3. MATTERS FOR DELEGATION TO THE FINANCE & HR COMMITTEE

The Committee will have delegated powers regarding:

- i. election of its Vice-Chair.
- ii. expenditure over £200 but under £2,000 (excluding VAT).
- iii. investment portfolio authorisation.
- iv. be responsible for the selection & interview process (see item 8).
- v. confirm individual Contracts of Employment and all terms and conditions.
- vi. make arrangements for regular objective review of the Clerk & Responsible Financial Officer's performance by this committee and take necessary action thereon.
- vii. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk & Responsible Financial Officer
- viii. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon.
- ix. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Finance & HR Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
- x. consider recommendations from the Appeal Panel and take necessary actions thereon.

4. MEETING PROTOCOL

- i. Meetings to be held at least once in the financial year.
- ii. The chair of the committee may convene an extraordinary meeting of the committee at any time.
- iii. Any two members of the committee may convene an extraordinary meeting of the committee.
- iv. Draft meeting minutes to be received at Council and approved at the next meeting of the Committee.
- v. All members have voting rights.

5. THE FINANCE & HR COMMITTEE WILL IN RESPECT TO ITS FINANCIAL RESPONSIBILITIES:

- i. Consider and formulate annual budgets including concurrent funding, strategic aims and precept requirements for the Council's approval in the month of December.
- ii. Advise the Council as to its financial and economic policies and the allocation and control of all its financial resources including capital reserves and Earmarked funds and investments.
- iii. Consistently review reports of income and expenditure against the approved budget not less than on a quarterly basis.
- iv. Monitor the cash position not less than on a quarterly basis through bank reconciliations.
- v. Review the Risk Management procedures as set out in the Policies and Procedures Review Schedule.
- vi. Review the committee's Terms of Reference as set out in the Policies and Procedures Review Schedule.
- vii. Annually review fees and charges as part of the budget setting process.
- viii. Annually review the council's Insurance arrangements.
- ix. Annually review the council's Financial Regulations.
- x. Annually review the council's Investment Policy.

6. THE FINANCE & HR COMMITTEE WILL IN RESPECT TO ITS EMPLOYMENT RESPONSIBILITIES:

- i. Decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts, and recommend to Council.

- ii. Review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment, and at least once every three years even if there is no new appointment required.
- iii. Discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. In the Clerk's absence all correspondence with candidates and referees should be by an appointed member of the Committee by the Committee.
- iv. Review annual staff appraisals carried out by the Clerk, and to report findings and outcomes/actions to Council.
- v. Recommend to council remuneration levels for staff, including any changes to pay grades, if required. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.
- vi. Deal with any matters that are raised under Porlock Parish Council's own specific policies and any applicable national legislation such as grievance, health and safety as it applies to staff, any code of conduct matters that apply to staff, any staffing disputes, or other staffing related issue.

7. PROCEDURE FOR THE SELECTION & INTERVIEW PROCESS:

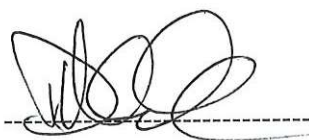
- i. The Committee shall nominate an interview panel, consisting of at least one member of the committee, other Council members if required and shall generally include representation from the body to which the appointment is being made.
- ii. In the event of multiple candidates the Committee shall conduct a selection process taking into account advice from Somerset Association of Local Councils and other guidance as appropriate. Generally the three most viable candidates will then be interviewed by the chosen panel.
- iii. After interview and due consideration, the Chair of the Committee will then provide the Recommendation of the committee, as to the suitable candidate, to Council. However, if deemed necessary, Council can invoke the Selection & Interview Scheme of Delegation, please see Item 8.

8. SELECTION & INTERVIEW SCHEME OF DELEGATION:

- a. When deemed appropriate the Council may vote to delegate some or all of the candidate selection, interview and appointment process for new staff to the Committee.

9. DUTIES OF THE CLERK AND RESPONSIBLE FINANCIAL OFFICER:

- i. Provide Agenda / notification of the Committee within the approved time frame.
- ii. Prepare and produce the supporting documentation for review by the Committee
- iii. Prepare and produce the supporting documentation for recommendation by the committee to the council.
- iv. Carry out all recruitment correspondence with candidates and referees.



Duncan McCanlis
Porlock Parish Council Chair

Dated: 9th October 2024



Johnathan Jones
Clerk & Responsible Financial Officer