

Pembury Parish Council

Working for Pembury People



Finance and Human Resources (HR) Committee Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on 10/09/2018 and has recorded the decision under Minute C18/78c.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1. The Working Group shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chairman and Vice Chairman of the Council shall be ex-officio members of the Working Group.
- 2.3. The quorum of the Finance and HR Committee will be **THREE** Members.

3. Procedures

- 3.1. The Working Group will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chairman and Vice Chairman for the forthcoming year shall be elected at the Annual Parish Council Meeting.
- 3.3. The Committee will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Working Group.

4. Meeting Dates

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Working Group shall meet once every quarter on a Monday at 7.30pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

5. Committee Functions and Delegated Powers

The Committee shall:

- 5.1. Receive quarterly budget monitoring reports and monitor the income and expenditure of the Council and report to Full Council on their findings.
- 5.2. Receive and consider and approve the internal auditors report and take such action as may be necessary to comply with the internal auditor's recommendations.
- 5.3. Establish and maintain a system of internal audit of all the Council's activities.
- 5.4. Conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures.
- 5.5. Make recommendations to Full Council for policies, procedures and protocols for the Council.
- 5.6. Make recommendations to Full Council on the Council's banking, Council funds and investments and monitor risks to council funds.
- 5.7. Make recommendations to Full Council for any other matters relating to finance and HR issues.
- 5.8. Advise Council on all matters relating to Parish Council staff including terms and conditions and performance.
- 5.9. Monitor staff performance management.
- 5.10. Ensure that disciplinary or grievance matters are progressed in line with Council policy. Members of the Committee shall be appointed to a Hearing Panel or as a Hearing Manager in the event of any disciplinary or grievance issues arising.
- 5.11. Ensure that complaints are progressed in line with Council policy. Members of the Committee shall be appointed to a Complaints Working Group in the event of a complaint arising.
- 5.12. Oversee the running of the Parish Office and Depot.