



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 15/05/2023 and has recorded the decision under Minute 23/009.
- 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 Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chair and Vice Chair of the Council shall be ex-officio members of the Committee.
- 2.3. The quorum of the Finance and HR Committee will be **THREE** Members.

3. Procedures

- 3.1. The Committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice Chair may be re-elected.
- 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 Committee.

4. Meeting Dates

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

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. Findings to be reported to Full Council.
- 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 for recommendation to Full Council.
- 5.5. Make recommendations to Full Council for new policies, procedures and protocols for the Council.
- 5.6. Periodically review existing policies, procedures and protocols for the Council.
- 5.7. Make recommendations to Full Council on the Council's banking, Council funds and investments and monitor risks to council funds.
- 5.8. Make recommendations to Full Council for any other matters relating to finance and HR issues.
- 5.9. Advise Council on all matters relating to Parish Council staff including terms and conditions and performance.
- 5.10. Monitor annual staff performance management.
- 5.11. 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.
- 5.12. Ensure that complaints are progressed in line with Council policy. Members of the Committee shall be appointed to a Complaints Committee in the event of a complaint arising.
- 5.13. Oversee the running of the Parish Office and Depot.