
Finance & HR Committee Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council ("the Council") has agreed to adopt the Terms of Reference at its meeting held on 12/05/2025 and has recorded the decision under Minute 25/08.
- 1.2. The Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Purpose

- 2.1. The purpose of the Finance & HR Committee is to consider, monitor, review, and make recommendations to Full Council where necessary:
 - 2.1.1. relating to the finances of the Council.
 - 2.1.2. relating to the internal and external audit and system of internal control procedures of the Council's finances and activities.
 - 2.1.3. for new and existing policies and procedures.
 - 2.1.4. on all human resources and staffing matters.

3. Membership

- 3.1. The Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council meeting.
- 3.2. The Chair and Vice Chair of the Council shall be ex-officio members of the Committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.
- 3.3. The quorum of the Committee is **THREE** Members.
- 3.4. A substitute member of the Committee may be appointed each year at the Annual Parish Council meeting.

4. Procedures

- 4.1. The Committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.

- 4.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice-Chair can be re-elected.
- 4.3. The Committee will submit all of its minutes of meetings for ratification to the next appropriate meeting of the Council
- 4.4. The Clerk and/or Assistant Clerk will provide administrative support for the Committee.

5. Meeting Dates

- 5.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 5.2. The Committee shall meet once every quarter as agreed in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed. An additional meeting to be held in December to discuss the annual budget for recommendation to Full Council.

6. Delegated Powers to the Committee

Finance

- 6.1. Receive quarterly budget monitoring reports and monitor the income and expenditure of the Council and report to Full Council on their findings.
- 6.2. Consider the draft annual budget and precept request for recommendation to Full Council.
- 6.3. Make recommendations to Full Council on the Council's banking, Council funds and investments and monitor risks to Council funds.
- 6.4. Make recommendations to Full Council for any other matters relating to finance issues.

Audit

- 6.5. 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.
- 6.6. Establish and maintain a system of internal audit of all the Council's activities.
- 6.7. Conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures for recommendation to Full Council.

Governance and Strategy

- 6.8. Make recommendations to Full Council for new policies, procedures and protocols for the Council.
- 6.9. Periodically review existing policies, procedures and protocols for the Council.

- 6.10. Consider the Council's strategic plan for recommendation to Full Council.

Human Resources

- 6.11. Consider, monitor, review and make recommendations to Full Council regarding employment policies, terms and conditions.
- 6.12. Consider, monitor, review, and make recommendations to Full Council regarding workforce strategy.
- 6.13. Consider and make recommendations to Full Council regarding performance-related pay.
- 6.14. Monitor annual staff performance management and conduct the Clerk's annual appraisal.
- 6.15. 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.
- 6.16. Oversee the running of the Parish Office and Depot.
- 6.17. Make recommendations to Full Council for any other matters relating to HR issues.

Complaints

- 6.18. 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.

Hearing Panels

- 6.19. Three members of the committee will make up, as necessary, a panel required to hear disciplinary hearings for employees other than the Clerk.
- 6.20. The decision of the panel, including dismissal, will be binding and will not require additional ratification by either the Finance & HR Committee or the Full Council.
- 6.21. In the case of an appeal, three members of the Council that have not participated in the initial investigation or disciplinary hearing will be called upon to convene an appeal hearing.

Delegated Authority to the Clerk

- 6.22. Under Section 101 of the Local Government Act 1972, the Clerk has delegated power to undertake staffing matters as outlined in the Scheme of Delegation.
- 6.23. Under Section 101 of the Local Government Act 1972, the Clerk has delegated power to manage the Parish Council's land and property as outlined in the Scheme of Delegation.