



Terms of Reference Finance and Staffing Committee

The Finance and Staffing Committee will oversee the management of Council employees and ensure compliance with the Parish Council's Financial Regulations and relevant Statutory Regulations and report to Council any issues or areas of concern for corrective action.

1. Purpose of Committee

- 1.1 To prepare budgets, recommend precepts and submit them to the Council for approval.
- 1.2 To ensure adequate financial controls are in place to properly utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- 1.3 To monitor and ensure compliance with the Council's Financial Regulations
- 1.4 To monitor and ensure compliance with any recommendations of the independent internal and external auditor.
- 1.5 To monitor reserves to ensure that they conform to the Council's Reserves Policy.
- 1.6 To undertake a quarterly review and reconciliation of the Accounts.
- 1.7 To receive recommendations from the Staffing Sub-Committee on the staff management and recruitment.
- 1.8 To annually review staffing hours and salary and make recommendations to Council

2. Delegated Powers

- 2.1 To incur expenditure on behalf of the Council within the agreed revenue budget and in accordance with Financial Regulations.
- 2.2 To manage staff recruitment on behalf of Council

3. Membership

- 3.1 Five members of the Full Council elected to serve on the Committee, at the Annual Meeting of the Cuxton Parish Council.
- 3.2 All members so elected, are voting members of the Finance and Staffing Committee.
- 3.3 Three members of the Finance and Staffing Committee will constitute a quorum.
- 3.4 Three members of the Finance Committee will form a Staffing Subcommittee
- 3.5 A Chairman and Vice-Chairman are to be elected annually by the Committee at the first meeting after the Annual Meeting of the Cuxton Parish Council. The

Chairman and Vice Chairman shall hold office until the next Annual meeting of the Cuxton Parish Council as per their Standing Orders.

4. Meetings

- 4.1 The calendar of meetings shall be confirmed at the Annual Meeting of the Cuxton Parish Council.

5. Review

- 5.1 These terms of reference are to be reviewed annually at the Annual Meeting of the Cuxton Parish Council.

Signed: K Hutchfield Chairman Date: 10 September 2020

Terms of Reference Staffing Subcommittee

The Staffing Subcommittee is appointed to manage the Clerk and to consider grievance or disciplinary matters referred from the Finance and Staffing Committee or Council.

1. Purpose of Committee

- 1.1 To manage, supervise and appraise the Clerk, administer leave requests, record and monitor absences from work.
- 1.2 To report the outcome of Clerk's appraisal to the Finance and Staffing committee in sufficient details that allows the recommendations of the subcommittee to be understood but respects the confidential nature of the appraisal process.
- 1.3 To store the employment record of the Clerk securely in a portable document safe.
- 1.4 To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policy.

2. Delegated Powers

- 2.1 To manage the appraisal process of the clerk on behalf of Council
- 2.2 To manage grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policy

3. Membership

- 3.1 Three members of the Finance and Staffing Committee will be elected to serve on the Subcommittee, at the Annual Meeting of the Cuxton Parish Council.
- 3.2 Three members of the Subcommittee will constitute a quorum
- 3.3 Any member of Finance and Staffing Committee or Council may be co-opted on to this subcommittee to ensure a meeting is quorate or where there may be a conflict of interest
- 3.4 A Chairman will be elected annually at the first meeting of the Subcommittee following the Annual meeting of the Cuxton Parish Council.

4. Meetings

- 4.1 The calendar of meetings shall be confirmed at the Annual Meeting of the Cuxton Parish Council.

5. Review

- 5.1 These terms of reference are to be reviewed annually at the Annual Meeting of Cuxton Parish Council.

Signed: Chairman: K Hutchfield

Date: 10 September 2020