**CREDITON HAMLETS PARISH COUNCIL**

**Finance Committee and Human Resources Committee**

**Finance Committee Terms of Reference**

Crediton Hamlets Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council’s functions and which includes arrangements for the management of risk. The Finance Committee assists the Parish Council with these responsibilities.

**MEMBERSHIP:**

* Four Councillors including the Chairman
* Chairmanship and membership of the Committee will be decided at the Annual Meeting in May each year

**QUORUM:**

* A Quorum will be three members to include the Chairman

**MEETINGS:**

* The Committee will meet twice a year once in November to review the Council’s financial position and to propose a budget and the precept for the following financial year, and once in April to consider the end of year accounts and annual return.
* The Clerk will minute all meetings of the Finance Committee and the minutes will be submitted to the Parish Council at the next meeting for adoption
* Additional meetings of the Committee can be requested by any member of the Council or the Clerk

**DELEGATED POWERS:**

* The Committee may authorise expenditure up to £ 50

**POWERS AND RESPONSIBILITIES:**

* To monitor the Council’s financial position
* To propose amendments to the Council’s budget as required
* To review the Council’s internal controls
* To propose the budget and precept for the forthcoming year
* To consider the end of year accounts
* To consider the annual return
* To propose accounting practices and systems
* To review the Clerk’s salary annually
* To review the Council’s insurance
* To review the Council’s reserves
* To review the Council’s assets
* To annually assess the risks facing the Council

**ADMISSION OF THE PUBLIC**

* The public may attend all meetings unless temporarily excluded from part of the meeting by means of a special resolution

**Human Resources Committee: Terms of Reference**

**MEETINGS:**

* The Committee will meet twice a year, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.

**CONFIDENTIALITY:**

* All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

**DELEGATED POWERS:**

* The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, and recruitment issues

**POWERS AND RESPONSIBILITIES:**

* To annually (in November) review the Clerk’s salary level, contract of employment, job description and conditions of service and make recommendations to the Council
* To advise and make recommendations to the Council about the pension provision of the Clerk
* To annually in March to review and appraise the performance of the Clerk and to report to the Council when completed
* To ensure that an effective system of performance management is maintained for the Clerk
* To ensure the Council complies with all legislative requirements relating to the employment of staff.
* To respond to any disciplinary matter in accordance with the Council’s Disciplinary Procedure and report to the Council on the outcome
* To respond to any grievance in accordance with the Council’s Grievance Procedure and to report to the Council on the outcome
* To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
* To oversee the appointment and recruitment process of the Clerk
* To ensure the Clerk is appointed in accordance with the Council’s Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
* To recommend the appointment or termination of contract for the Clerk
* To review health and safety at work for all employees

**THESE TERMS OF REFERENCE WERE ADOPTED BY CREDITON HAMLETS PARISH COUNCIL ON 8th May 2017**