

## **CONINGSBY TOWN COUNCIL**

### **PERSONNEL & FINANCE COMMITTEE - TERMS OF REFERENCE**

#### **Overview**

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting \*\*every two years in line with the mayoral term of office\*\*
2. The Chairman and Vice Chairman will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Personnel & Finance Committee meetings, and any councillor will have the right to attend meetings of the Personnel & Finance Committee if they choose, and may, with the Chairman's consent address the Committee (but not vote) before it makes a decision. Councillors not on the committee will be required to leave the meeting if it moves into closed session.
5. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.

#### **Responsibilities**

The committee has delegated authority from Coningsby Town Council to make decisions on the following areas of Town Council business:

##### **Staff and office management**

1. To be responsible for all staffing matters, including:
  - a) Recruitment and dismissal of all Town Council staff
  - b) Line management of the Clerk \*
  - c) Organising annual appraisals and receiving appraisal feedback\*\*
  - d) To note the Clerk's sick leave and carry out a back to work interview (if applicable)
  - e) Authorising the Clerk's annual leave
  - f) Dealing with grievance and disciplinary matters
  - g) Dealing with the training requirements of the Town Clerk and Deputy Clerk
  - h) Carrying out salary reviews and setting the salaries of all council employees

\* Line management of other Town Council staff is delegated to the Clerk, i.e., to approve annual leave and sick leave. All disciplinary matters will be dealt with by the Committee.

\*\* The annual appraisal of the Town Clerk will be conducted by the Town Council Chairman and the Chairman of the Personnel & Finance Committee and reported on to the Committee.

2. To be responsible for all matters connected with the provision of office facilities for the Town Council.

##### **Financial planning and monitoring**

1. To produce a draft annual budget for consideration and approval by the Town Council.
2. To provide a recommendation to the Town Council on the level that the annual precept should be set at.
3. To ensure that suitable accounting systems and internal controls are in place to safeguard the Town Council's finances.

4. To ensure that the Annual Return is completed and returned on time, and everything is in order prior to it being approved by the Council.
5. To monitor actual, spend with budgeted spend under the various budget headings.
6. To monitor and review the Council's bank accounts and investments to ensure that the Town Council's funds are invested in the most suitable place.
7. To appoint annually the internal auditor and review the internal audit system for the Town Council
8. To address recommendations in any report from the internal auditor
9. To monitor the Mayor's / Chairman's expense claims.
10. To approve the Council's asset register and ensure that it is kept up to date.

#### **Reviewing administrative functions and policies**

1. To review the risk management register and highlight any actions to be taken to Council
2. To work with other Council committees and Working Groups in setting future objectives for the Council.
3. To propose to Council the introduction of new policies as may be thought desirable.
4. To consider complaints about councillors who don't abide by the Council's Code of Conduct or adhere to council policies.

#### **Other functions**

1. To monitor the Pension Scheme and any matters relating to this.
2. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.

#### **Committee Budget**

The committee (and any sub-committees) shall have authority to incur expenditure related to the exercise of any of the above powers within the annual budget headings set for the committee.

Expenditure more than the budget must be authorised by Council.

These Terms of Reference were considered by the Committee on 23<sup>rd</sup> November 2023 approved by the Town Council.

Reviewed: 27.03.2025 with \*\* added in overview item 1.