

# Blackwell Parish Council - Terms of Reference

## Finance & HR Committee

**Membership** – Councillors only

Members for 2023/24 – Cllrs Moesby, Newham, Poulter and Burrows

**Quorum** – three members

**Chair and vice chair** – elected on first meeting after the annual parish council meeting

### **Meetings:**

#### **Frequency** –

Should be conducted in accordance with the Standing Orders

The agenda to be prepared by the Clerk in conjunction with the committee Chair

**Voting** – only committee members may vote and participate at the meeting

Decisions are minuted and circulated to all Councillors as a report at the next full council meeting.

**Responsibilities** – overall responsibility for the management of the Council's financial affairs in accordance with the legislative requirements, regulations and guidelines, as such:

- To prepare and monitor budgets
- To make recommendations to Full Council Meetings
- To recommend precepts
- To ensure adequate financial controls are in place
- To implement measures recommended by the internal and external auditors
- To monitor purchases
- To monitor the risk management risk assessment
- To undertake an annual review of the Financial Regulations
- To advise and make recommendations on matters affecting finance and HR
- To make any recommendations as to legal or professional advice as deemed appropriate
- To be responsible for all staffing matters, including:
  - Employment of staff – advertising, interviewing and recommending
  - Staff issues or concerns
  - Staff salaries
  - Staff grievance/disciplinary matters
  - Approval of staff contracts and employment documents
  - Reviewing staffing infrastructure