

## **FINANCE AND PERSONNEL COMMITTEE**

### **Terms of Reference**

For all Committee Meetings a quorum of 3 is required. Membership to comprise – 6 members of the Town Council that are approved by the Town Council to serve on this committee.

#### **A. Frequency of Meetings and Minutes**

The committee shall meet as often as it deems appropriate (being not less than three times in each Town Council year) to keep abreast of developments relating to its functions and authority. Meetings shall be held at Langport Town Hall unless that is impractical, in which case an alternative suitable venue in Langport shall be used.

The Committee meeting will be open to the Press and Public in line with legislation. However, the Committee may resolve to exclude the Press and Public from the part or all of the meeting when discussing Personnel matters and some finance matters, and may create Sub-Committees, which are not required to be open to the Press and Public.

Minutes of the committee's meetings shall be taken, and drafts distributed with the agenda for the next meeting, by the Town Clerk or as delegated by the Town Clerk. Minutes, agendas and other papers shall, where practical, be distributed to the committee's members electronically, except where individual members request paper copies. All Minutes when approved AND not deemed to be confidential to be uploaded onto the Town Council's website and placed in Langport Library.

#### **B. Finance**

1. To provide guidance and assistance to the Town Clerk and the Council on matters relating to budgeting and finance.
2. To consider the Council's delegated budget and other income and to prepare budget proposals for the Council to consider.
3. To review spending in areas referred to it by the Council, and report back to Council
4. To consider and authorise virement between budget headings within agreed limits.
5. To consider if requested by Council unplanned expenditure and make recommendations to Council.
6. To advise the Council on other matters such as generating additional income, value for money and cost-cutting savings.
7. To appoint an internal auditor and to ensure effective internal audit.

8. To receive, and where appropriate, respond to any internal and external Audit Reports.

### **Delegation of Powers**

The Council has delegated day-to-day management of the budget to the Responsible Financial Officer (Town Clerk) within spending limits agreed in the budget, with discretion to vire between budget headings up to a limit of £2000. For any further virement above this figure the Town Clerk will bring a proposal to this committee.

### **C. Employment**

1. To review staff salaries and pay increments.
2. To review procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. Review and consider the staffing structure, in the light of budgetary constraints, at least annually and whenever a vacancy occurs.
4. To work closely with the Town Clerk to prepare job descriptions and person specifications for any staff vacancy.
5. To approve advertisement of posts and prepare long and short lists on the advice of the Town Clerk.
6. To review the Staff-Member Protocol, the Staff Handbook and the policies contained therein.
7. To line manage the Town Clerk.
8. To undertake the Town Clerk's annual appraisal.
9. To create 2 sub-committees, as necessary, a 'Hearing Panel' and 'Appeals Panel'.

### **Delegation of Powers**

The Council has delegated the interview and appointment of staff posts to this committee.