

Great Shelford Parish Council

FINANCE AND GENERAL PURPOSES COMMITTEE

Terms of Reference

(Adopted on 21st July 2021)

The Finance and General Purposes Committee is responsible to act on the Council's behalf with matters of urgency and general policy. The Committee will review policies and procedures, financial control, have responsibility for personnel, and any other such matters as may from time to time be referred by the Council.

1. The Committee will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
2. The Committee shall consist of not less than **six** councillors appointed by the Parish Council.
3. The quorum of the Committee shall be three Members.
4. The Committee will meet as and when necessary or in a month when there is no parish council meeting.
5. The Committee will be responsible for the following:
 - a) Dealing with all matters relating to the general day-to-day corporate governance and financial administration of the Council, including issues relating to GDPR, transparency and Freedom of Information.
 - b) To regularly monitor and review the Council's Risk Register and Risk Policy and to oversee corporate risk management.
 - c) To consider forward planning and provide earmarked reserves for the replacement of equipment, buildings, and specific items of expenditure required in the future to lessen the burden on the precept in any one year.
 - d) To oversee any agreements made between the Council and outside agencies, local authorities or volunteer organisations prior to agreement and adoption by Full Council.
 - e) To draft tender documentation, for approval by Full Council, and oversee contracts. These include cleaning, security, grounds maintenance, etc.
 - f) To ensure the parish council complies with Health & Safety regulations and that standards are maintained/improved in all areas within its responsibility, including the completion of risk assessments and accident investigations.
 - g) To ensure that the Council complies with all legislative requirements relating to the employment of staff.
 - h) To carry out other delegated duties in relation to employment as follows:
 - To review staffing structures with support from the Clerk, and report back to Full Council as required
 - To review staff salaries and Statement of Terms and report to Full Council as required
 - To appoint from its membership three members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Clerk.
 - To appoint from its membership three members to hear any formal grievance made by the Clerk or other staff against another employee or the Clerk and any appeal against the outcome of a grievance investigation.
 - To review all policies that relate to employment and make any recommendations to Full Council as may be required
 - The Chairman and Vice-Chairman to undertake the Clerk's annual appraisal.
 - i) To ensure an overview of the finances of the Council and to work with the RFO to provide a budget in view to approve Precept for the forthcoming fiscal year.

- j) To work with other local authorities and organisations where partnership working will be beneficial and cost effective to do so.
 - k) To provide reports to Full Council on work undertaken.
6. The Terms of Reference under which this Committee operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.