

## Committee Terms of Reference

Adopted at the Committee meeting 14<sup>th</sup> March 2016

### FINANCE & GENERAL PURPOSES COMMITTEE

The Finance & General Purpose Committee has the power to consider issues set out below and to manage the committee budget allocated by Council annually.

Number of Seats:	5
Chairman:	To be elected from the Committee
Quorate:	3
Term of Office:	1 year
Meeting frequency:	Quarterly, or as required in between meetings
Budget:	As determined annually by Council

### RESPONSIBILITIES

1. Monitor, manage, and make recommendations to Council in respect of the financial affairs of the Council.
  - a. Prepare the draft annual budget and submit to Council for approval, to include making recommendation regarding the Precept
  - b. Provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies.
  - c. Ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information.
  - d. Review, at least quarterly, performance against budget and take any necessary action.
  - e. Maintain adequate levels of financial reserves and managing Council's investments.
  - f. Report and refer matters to full Council for approval/expenditure.
2. Keep the Council's policies and procedures under review and recommend improvements as necessary - including Standing Orders for the conduct of meetings.
  - a. Review all policies annually and make recommendations to Council for approval.
3. Consider and take appropriate action on all reports arising from both internal and external auditors
4. Take steps to identify and update key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences.
5. Monitor the Council's insurance cover and ensure this is adequate to meet its liabilities
6. Ensure that the council complies with its legal obligations e.g. data protection, freedom of information, transparency.
7. Ensure the Council acts as a good employer and is compliant with employment legislation considering and recommending appropriate action in all matters relating to personnel issues.
  - a. Ensure that the Council is adequately staffed to meet its requirements and make recommendations to Council regarding staffing levels.
  - b. Ensure that the Council complies with employment law and that working conditions are of an acceptable standard.
  - c. Ensure that appropriate training is made available and completed.
  - d. Undertake an annual appraisal of the Clerk and receive/consider the Clerks appraisal of all other staff.
  - e. Consider and advise the Council on all matters associated with the remuneration of staff.
  - f. Review staff contracts each year or as required and to make recommendations to Council if changes are needed.
  - g. Administer the disciplinary and grievance procedure if required.
8. Present reports, recommendations and minutes to Council for information/consideration/approval.
9. Delegated powers to authorise and implement all actions relating to the above, save in respect of decisions that will result in council expenditure or which relate to Council policy, the precept, annual budget or the recruitment or termination of staff, which all require approval by full Council.