



Finance, Administration and Human Resources Committee

Terms of Reference

1. Role

The role of the Committee is to oversee and make recommendations to Ashurst Wood Village Council (the Council) about any matters relating to finance, administration and human resources.

The Committee shall follow the Council's Standing Orders, Financial Regulations and all appropriate Council policies, as well as legislation and best practice guidance published by the Joint Panel on Accountability and Governance and any other relevant bodies.

2. Membership

The Committee shall be made up of a minimum of three Councillors and a maximum of six, to include the Council Chair and Vice Chair.

The Chair and Vice Chair of the Committee shall be appointed each year at the Annual Council meeting.

3. Quorum

The quorum of the Committee shall be three.

4. Meetings

The Committee shall meet at least four times a year. Additional meetings will be held as required.

All meetings shall be held in public, but a resolution may be passed to exclude press and public for all or part of a meeting if confidential matters are to be discussed, for example staffing issues or contractual negotiations (*see Standing Order 1f*).

The Responsible Financial Officer (RFO) shall attend Committee meetings. The Clerk shall attend meetings instead of/as well as the RFO as required.

5. Responsibilities

Finance

- a) To review the financial statements provided by the RFO at least quarterly (*Financial Regulation 4.6*) and report to the next Council meeting
- b) To recommend the appointment of the internal auditor, receive and review reports from internal and external auditors and ensure the implementation of any recommendations

- c) To ensure that Annual Returns are completed and submitted as required (*Financial Regulation 2.3*).
- d) To nominate a member of the Committee to undertake monthly reconciliations for all accounts (*Financial Regulation 2.2*)
- e) To receive and review the draft budget prepared by the RFO, and recommend the annual precept to the Council (*Financial Regulation 3*)
- f) To review and make recommendations as to the appropriate level of the Council's reserves (*Financial Regulation 3.5*)
- g) To nominate three members of the Committee shall be appointed at the annual meeting of the Village Council as bank signatories to sign cheques or authorise online payments (*Financial Regulation 6.2*).
- h) To undertake a financial risk assessment annually and review the Council's insurance arrangements to ensure that property and identified risks are adequately insured (*Financial Regulations 13 and 14*)
- i) To ensure that management and maintenance of the Council's property and assets
- j) To advise the Council on the financial implications of any proposed projects.
- k) To advise the Council about the obtaining of quotes or preparation of tenders (*Financial Regulation 11*)
- l) To advise the Council about borrowing or investment (*Financial Regulation 8*)

Administration

- m) To monitor and review the Council's Register of Assets (*Financial Regulation 12*)
- n) To receive reports from the Clerk and RFO on matters concerning property, assets and equipment owned or leased by the Council, and to ensure that there are adequate arrangements and budgets for insurance, maintenance, repairs and renewals in place.
- o) To ensure that office equipment owned or leased by the Council (including computer hard and software) and furnishings are maintained and updated where necessary
- p) To monitor the Council's methods of communications, and advise as to any improvements.
- q) To review Council policies and procedures regularly and make recommendations for any new or updated policy documents
- r) To ensure that the Council has in place adequate measures for the storage, retention and destruction of information (including personal data and confidential information) (*Standing Orders 15 and 25*).

Human Resources

- s) To prepare and review staff contracts and job descriptions, and all other policies and documentation relating to employment matters.

- t) To agree recruitment procedures for new employees and to advertise, select and interview candidates and recommend appointments to the Council.
- u) To consider and make recommendations to Council about the annual pay awards for staff.
- v) To consider and encourage measures for staff professional development.
- w) To appoint members to sit on original and appeal panels under the Council's Grievance and Disciplinary policies (*see also Standing Order 24d*).
- x) To receive reports following annual staff appraisals and to make any recommendations to Council (Note: The Clerk conducts all staff appraisals, while the Clerk's appraisal is conducted by the Council Chair – *Standing Order 24c*)

Other

- y) Any other matter which may be delegated to it by the Council from time to time.

Approved 16th May 2023