

DRAFT

Much Wenlock Town Council

FINANCE, ASSET MANAGEMENT AND HR COMMITTEE

| FINANCE, ASSET MANAGEMENT & HR COMMITTEE TERMS OF REFERENCE | |
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| Membership | All Members of the Town Council |
| Quorum | FOUR Members of the Committee |
| Authority | Local Government Act 1972, Sections 101 and 102 |
| Conditions | <p>The Council's Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet bi-monthly.</p> <p>Once approved the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers.</p> <p>Notice of meetings will be posted in accordance with all meetings of the Council.</p> |
| Restrictions | Only Members of the Committee may vote on agenda items. |

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| Finance & Asset Management Responsibilities | | Powers |
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| 1 | To consider the annual draft budget and recommend the draft precept to full Council. | No delegated powers. |
| 2 | To monitor and authorise all income and expenditure and report findings to full Council on a quarterly basis. | Delegated authority to: <ul style="list-style-type: none"> ● Monitor income and expenditure. ● Authorise all payments. |
| 3 | To check the receipt book for burial plot and memorial purchases, and internal costs. | Delegated authority to oversee the purchase of burial plots and memorials. |
| 4 | To vire funds between budget headings within the approved budget, except from staff costs, and bring forward funds from reserves as necessary. | Delegated authority to vire funds between budget headings EXCEPT from the budget for staff costs. Funds vired from reserves must not exceed £25,000 without the approval of the Town Council. |
| 5 | To consider contracts for work. | Delegated authority to award contracts up to £10,000. |
| 6 | To review the Council's Asset Register and insurance on an annual basis and ensure that the Council's property is adequately insured | Delegated authority to oversee insurance of the Council's property. |
| 7 | To consider the Internal Audit report, and report findings and recommendations to full Council. | Delegated authority to review the Internal Audit. |
| 8 | To consider all grant applications received. | Delegated authority to award grants in accordance with the Council's 'Grants Policy'. |
| 9 | To ensure that PAYE and NI payments are appropriately deducted from employees' salaries and paid to HMRC as required by law. | Delegated authority to ensure that the Council complies with HMRC requirements. |
| 10 | To monitor financial risk and ensure that adequate financial risk management is in place. | Delegated authority to ensure adequate financial risk management is in place. |
| 11 | To determine and keep under regular review the bank mandate for all Council bank accounts | Delegated authority to review the Council's banking arrangements and make recommendations to full Council. |
| 12 | To monitor risk management and ensure that health and safety requirements are met. | Delegated authority to manage risk, health and safety. |
| 13 | To oversee the management of all of the Council's property, assets and archives. | Delegated authority to ensure that the Council's property is properly managed. |

The Committee may not approve:

- setting the final budget or the precept
- borrowing
- writing off bad debts
- declaring the eligibility for the general power of competence
- the Council's banking arrangements and investments
- addressing recommendations in any report from the internal or external auditors
- the Annual Governance and Accountability Return.

These shall be determined by full Council only.

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| | HR Responsibilities | Powers |
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| 1 | To appoint staff as required to carry out the decisions and functions of the Town Council. | Committee to have the power to resolve the appointment of all staff except the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council. |
| 2 | To deal with all employee issues except those referred to the Disciplinary & Grievance Panel and the Appeals Panel. | Committee to have the power to resolve employee issues except those referred to the Discipline & Grievance Panel and the Appeals Panel. |
| | To investigate complaints about council administration and procedures. | Committee to have the power to resolve the outcome of a complaint concerning administrative procedures.. Committee to have the power to refer a Complaint to the Town Council if necessary. |
| 3 | To investigate complaints about Council employees if referred by the Town Council. | Committee to have the power to resolve the outcome of a complaint about Council employees. |
| 4 | To consider and approve the Town Clerk's Performance Review. | Committee to have the power to approve the Town Clerk's annual performance. |
| 5 | To review Contracts of Employment. | Committee to have the power to approve. |
| 6 | To review employment policies. | Committee to have the power to approve. |
| 7 | To review job specifications. | Committee to have the power to approve. |
| 8 | To review employee rates of pay. | Committee to have the power to approve. |
| 9 | To review overtime payments and holiday entitlement issues in accordance with the Town Council's 'Employee Management Policy. | Committee to have the power to approve. |
| 10 | To delegate areas of responsibility to either a sub-committee, a working group or an officer. | Committee to have the power to delegate. |

The Committee **may not** consider:

- Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
- Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 1 July 2012 and, if a complaint against a councillor is received by the Council, it will be referred to Shropshire Council's Standards Committee.