

## **Appendix 1.**

**Role & Responsibilities:** To examine, assess, evaluate and prepare recommendations on all matters relating to the employment of the Parish Clerk, including regular performance assessments and pay reviews.

### **Terms of reference:**

1. To review

- the employment contract with the Parish Clerk
- any related documents and matters, including pay level

Create simple forms as required e.g. for Councillors' feedback and performance assessments (see below)

2. To make recommendations to the Parish Council at the next available meeting as to the appropriate contractual and pay review structures which should apply going forward.

3. To hold half-yearly performance assessments:

- a) the main assessment in December each year, which sets the following year's salary based on performance standards in the preceding year, and reviewing the contract;
- b) an interim assessment reviewing the preceding six months' performance at the end of June each year.
- c) Both meetings will also address any concerns which have arisen on either part.

4. To consult all Councillors prior to each review for their feedback on the Parish Clerk's performance and ensure that any issues on either part are duly raised and resolved.

5. To request the Parish Clerk to provide their own preliminary review, including any issues arising, as part of the basis for discussion at each review meeting.

6. To approve, in consultation with the Finance Committee, the annual pay award for the Parish Clerk each December, for the following year and recommend same to the full Council.

7. To administer the Parish Council's staff grievance procedure.

8. To agree and manage holiday and other absences e.g. due to ill health.

9. To record and accurately document all matters in the files of the HR committee, said files to be kept confidential, password protected and kept by the Chairman of the Finance & HR Committee.

**Membership:** 3 members, some knowledge in HR would be an advantage.

**Chairman:** Ideally, some knowledge in HR would be an advantage.

**Meetings:** Twice a year in December and late June, and additionally when needed to resolve issues arising during the Parish Clerk's work.

**Quorum:** 2 members.

**Communication:** After each review meeting, produce a report for the information of the Parish Council at the next available Council meeting, with the Committee's recommendations. Ad hoc

meetings and reports may be necessary and will be actioned as required.

**Delegated Powers:** The Parish Council will refer all matters relating to the Parish Clerk's contract and/or performance to the HR Committee, which will then deal directly with the Parish Clerk and with any relevant statutory authorities as required, reporting back to the next available Parish Council meeting and consulting on the Parish Clerk's performance as above.

**Role of the Committee**

The role of the Finance & HR Committee is to oversee all aspects of the financial administration and governance of the Council as well as all human resources (HR) activities for both Employees and Councillors.

**Objectives**

- a) To ensure compliance with the Parish Council's Financial Regulations and relevant Statutory Regulations
- b) To report to Council any issues or areas of concern for corrective action
- c) To ensure that staffing competencies for both staff and Councillors are sufficient to professionally discharge the work of the Council
- d) To ensure that pay and working conditions are in line with the sector and meet all relevant statutory UK regulations and legislation and the Council follows good working practices.
- e) To oversee financial reporting for all Council initiatives and future projects, to ensure milestones are achieved and report progress and/or significant variances to plan to Full Council.

**Membership**

- a) The Committee shall consist of 5 Councillors appointed at the Annual Meeting of the Parish Council each May.
- b) From the Membership of the Committee, three Councillors will act as Line management to the Clerk & Proper Officer

**Quorum.**

The quorum will be 3 councillors.

**Meetings**

- a) Will be held quarterly as a minimum, with the chairman being elected at the first meeting after the Annual Council Meeting.
- b) The meetings shall be open to the public and advertised with 3 clear days of the items to be discussed.
- c) Voting will be by a show of hands of those present and voting.

**Delegated Powers**

- a) Carry out an annual review of the Financial Regulations and Finance and HR Committee's Terms of Reference and present them to Council for adoption
- b) Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible
- c) Receive and consider annual budgets prepared by each Committee or budget holders, if any.
- d) Prepare an annual budget for the Council and recommend an annual precept
- e) Monitor each Committee's performance against budget and report significant variances to Council with recommendations for appropriate action

- f) Undertake a quarterly review and reconciliations of the Accounts
- g) Monitor purchasing decisions to ensure value for money as agreed in the Financial Regulations
- h) Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that property and identified risks are adequately insured
- i) Receive and review Audit Reports and ensure the implementation of any recommendations
- j) To determine and recommend to Council, policies and procedures for the line management of the Council's human resources
- k) To determine the staffing levels and positions that will efficiently discharge the work of the Council and to review workloads periodically
- l) To agree job descriptions and skill requirements for all positions.
- m) Determine pay and contractual conditions of employment of the Clerk and review/update these as necessary to comply with UK Employment Law as well as good practice
- n) Set the expenses policy for both staff and councillors
- o) The Committee is responsible for the production of written estimates of proposed income and expenditure for the Council for the next financial year no later than September each year. Approval is subject to Full Council approval in December each year

### **Appraisal**

The Finance and HR Committee will have delegated powers to:

- a) Oversee and agree the annual appraisal of the Clerk through the HR Sub-Committee, who will conduct regular performance reviews and the annual appraisal.  
(see appendix 1)

### **Grievance, Misconduct and Dismissal**

The Finance and HR Committee will have delegated powers to:

- a) Oversee the grievance, misconduct and dismissal procedures in relation to employees and make recommendation to Full Council when appropriate.
- b) To act as the appeal committee in relation to grievance, misconduct and dismissal procedures.
- c) The Committee is responsible for ascertaining if they have the power to spend for any project from the Proper Officer.

### **Rules and regulations**

- a) The Councillor's Code of Conduct will apply to all Members of the Committee.
- b) The conduct of the meeting will be governed by the Council's Standing Orders.
- c) Any financial transaction approved by the Committee will be governed by the Council's Financial Regulations.

### **Delegated Power to the Proper Officer**

- a) To spend costs up to the limit as within the constraints of the annual budget within the financial regulations if delay would cause the Council extra expenditure.
- b) To approve Council expenditure up to £500 outside of pre-approved budgets in cases of extreme risk.
- c) To authorise staff and Members' attendance at conferences, courses and meetings within the budget.

### **AND SEE APPENDIX 1**