

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TERMS OF REFERENCE

Finance and Human Resources Committee

Membership

Minimum of 4 councillors and a maximum of 7 councillors with membership reviewed annually at the Annual Council meeting. The Council Chair and Vice-Chair are ex-officio members of the committee.

A minimum of 3 members is required for the meeting to be quorate.

Meetings

Meetings are called throughout the year and are usually held on Thursday evenings commencing at 8 pm to be held at the Council offices, Basons Way, Ongar.

Roles and Responsibilities

The committee is responsible for:-

- Creating the Council's annual budget and precept.
- Banking, financial and accounting methods adopted by the Council.
- The collection of all revenue, raising and renewal of loans
- Receiving statements of income and expenditure
- Monitoring revenue and capital budgets
- Insurance matters on behalf of the Council.
- Tenancies on Council owned buildings
- Lease details on Council owned buildings
- Ensuring Council buildings are compliant with HSE standards and statutory obligations
- Annual review of Financial Regulations
- It has no authority to directly determine policy or authorise expenditure.
- The committee shall make recommendations to Full Council.
- Annual review of Council's complaints procedure, requests for information under Freedom of Information Act 2000 and requests for information under Data Protection Act 1998
- Drafting the Council's employment policies and practices. This shall include review of current employment legislation and practice, dealing with staff grievances and disciplinary issues, the recruitment of staff and the completion of development and training reviews.
- The meeting will provide the venue for member's training and briefings on employment issues (to which all members of the Council will be invited to attend).
- The committee shall review the Terms of Reference annually and shall be responsible for authorising any training for staff within the constraints of the agreed training budget.
- To authorise members attendance at conferences, courses and meetings.
- To consider and make recommendations regarding the Council's staffing structure
- To determine the deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
- To determine the provision of office accommodation
- To determine schemes for the employment of people under job creation and youth training programmes
- To approve job descriptions of all Council staff
- The recruitment of staff as necessary



- To determine the training and qualification policy of the Council
- To establish the health, safety and welfare policies of the Council
- To determine applications for the payment of honouraria
- Considering appeals against dismissal, grading and grievances by employees of the council
- Recommending the appointment or dismissal of the Clerk
- To recruit, train and develop staff to undertake the work of the Council
- To determine the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice
- To determine the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically
- To ensure H & S of the staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health and safety
- To undertake reviews of working practises and procedures of the Council as a whole when so requested and to make recommendations to Full Council
- Overseeing on behalf of the Council on the distribution of functions between committees and any major policy changes in the Council's management or administrative procedure.

Clerk's Report

The Clerk to report on items of interest not on the agenda and an update on items from previous committee meetings

Standing agenda items

Meetings of the committee shall normally commence with the following business –

- Apologies for absence
- Declaration of member's interest
- Questions from members of the public (this shall be limited to 15 minutes duration)
- Consideration of the minutes of the last committee meeting

Note

Many items of work undertaken by this Committee will have to be held in private session (as required by sections 100 and 102 of the 1972 Local Government Act). In all cases the agenda for meetings will be posted for public viewing with five clear working days notice.

Meetings

Finance and Human Resources Committee has delegated powers to authorise expenditure on behalf of the Council for budgeted items assigned to this committee.

Public involvement is positively encouraged by the Council. Members of the public may speak for up to 15 minutes on any agenda item being considered at the meeting. Standing Orders may be suspended to allow a question and answer session with members of the public.

Items for the agenda need to be approved by Committee Chair in conjunction with the Clerk

