

WOULDHAM PARISH COUNCIL - FINANCE AND ADMINISTRATION**TERMS OF REFERENCE**

Approved by Wouldham Parish Council on _____

1. MEMBERSHIP

- 1.1 The Finance and Administration Working Group (the Working Group) shall consist of **3** Parish Councillors, who shall be appointed each year at the Annual Meeting of the Parish Council.
- 1.2 Existing Working Group members are eligible for re-appointment
- 1.3 The Working Group may, at its discretion, invite non- Councillors whose expertise and knowledge will be beneficial to Working Group deliberations.

2. MEETINGS

- 2.1 The Working Group will meet quarterly with a quarter financial budget report set out by the RFO
- 2.2 A quorum for a Finance Working Group meeting will be a minimum of three council members.

3. REMIT OF THE FINANCE AND ADMINISTRATION WORKING GROUP

- 3.1 To consider the quarterly budget monitoring reports provided by the Clerk with any recommendations being put to the Council.
- 3.2 To consider the annual budget and the annual precept and take recommendations and comments to the full council.
- 3.3 All Wouldham Parish Council members will be provided with a list of payments for approval prior to each Council meeting. The Working Group Members are specifically requested to review the payment listings every month, although any payment can be queried by any Councillor at the Council meetings. If necessary, a vote be taken to authorise payment with the Chairman of the Council Meeting having the casting vote when there are equal numbers of votes.
- 3.4 A member of the Working Group will sign off the bank statement from the previous month, at each Council meeting.
- 3.5 During each Council meeting, 2 bank signatories, will agree payments for the month.

The Working Group will monitor and make recommendations in particular for the following:

- 3.6 Relevant recruitment and selection procedures
- 3.7 Review the staffing structure in consultation with the Full Council
- 3.8 Review salary pay scales for all categories of staff and be responsible for their administration and review
- 3.9 To instigate the recruitment of the Parish Clerk/RFO and be involved as necessary in the recruitment of other staff as required
- 3.10 To establish and review performance management and staff development arrangements: Yearly Appraisals will be completed directly by the staff members line manager as follows:
 - The Chairman will conduct the Appraisal of the Clerk/RFO
 - The Clerk will conduct all other Staff AppraisalsCompleted Staff Appraisals will then be ratified by the Full Council
- 3.11 To review, monitor and revise contracts, grievance and disciplinary policies and procedures periodically and at least every two years to make sure that Wouldham Parish Council remains compliant with Employment Law.

Next Review Date:

- 3.12 To help the Clerk review and monitor the appraisal process for other Council staff.
- 3.13 To review staffing level requirements when necessary to manage employee rights relating to leave, time off, family rights, pay and illness
- 3.14 To ensure that the Clerk is supported and has everything required for managing other members of staff and contractors.
- 3.15 To identify staff and Councillor training provision where necessary
- 3.16 To keep under review staff working conditions and health and safety matters
- 3.17 To keep up to date with developments in employment law
- 3.18 To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters
- 3.19 To practice and promote fair and equal treatment of all employees and Councillors of Wouldham Parish Council throughout the performance of Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.
- 3.20 To monitor and address regular or sustained staff absence
- 3.21 To review and develop Council policies
- 3.22 To monitor/review the councils main/principal contractor contracts as required
- 3.23 To receive and analyse tenders and quotes for services and make recommendations to Full Council