



TERMS OF REFERENCE

POLICY & FINANCE COMMITTEE

Membership – up to 9 Members

(To be elected annually at the Annual Meeting of the Parish Council each year)

- The Policy & Finance Committee is to consist of up to 9 members
- The Chair of the Committee is to be elected annually at the Annual Council meeting Stainland & District Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the committee is three

Aims

To provide effective, efficient and professional management of all financial matters relating to the council.

Objectives

To ensure that the council acts lawfully in relation to all expenditure and maintains adequate financial controls. To be accountable for audit purposes.

Meetings

The Parish Clerk will call Policy & Finance Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in Stainland Library and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded and then will be circulated by the Clerk. All resolutions and recommendations to Full Council shall be recorded in the minutes.

Accountability

The Policy & Finance Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference.

Dispensations

The committee has delegated authority to deal with dispensations in relation to items on the committee's agenda

Scope

- The Policy & Finance committee to be responsible for reviewing the council's Financial Regulations and Standing Orders on an annual basis and making any necessary recommendations to the Full Council.
- The Policy & Finance committee to be responsible for monitoring the council's Financial Regulations.
- The Policy & Finance committee will receive, examine and implement the internal auditor's reports

Adopted 17th October 2019

- and recommendations and to ensure that recommendations are made to Full Council as necessary.
- To deal with and determine all requests for grants from the council.
 - To review and evaluate the Councils grant procedure and make recommendations on grant applications received to the Full Council.
 - To be responsible for the appointment of the internal auditor and financial advisor. To make any recommendations to Full Council as necessary.
 - To have delegated powers to review the effectiveness of internal control on an annual basis.
 - To prepare an annual advisory report to assist the Full Council when setting the Parish Precept
 - To recommend the level of the precept to the Full Council on an annual basis.
 - To be responsible for the financial risk assessment of all Parish Council activities.
 - To ensure there is adequate insurance provision for all Parish Council activities and assets.
 - To review the Parish Council's Asset Register.
 - To consider contracts for the council. The committee has delegated authority to award contracts up to £2,500
 - To review the council's insurance at least annually or as required.
 - To be responsible for the Parish Council's involvement with the Calderdale Council Emergency Plan
 - To consider and make recommendations to the Parish Council on other issues that are not directly covered by the remits of the other standing committees
 - To deal with other matters referred to the Committee by the Parish Council.
 - This Committee may set up sub committees/ Working Groups for any of the areas within its scope of work.
 - To review and advise on relevant changes in national law and regulation the Council may delegate advisory responsibility in areas unrelated to financial matters
 - The Policy & Finance Committee may delegate actions or expenditure to the Clerk.
 - The Policy & Finance Committee to have delegated powers through the Chair to issue press statements regarding financial matters on behalf of the full council.
 - To develop and advise on means of reporting on financial matters to ensure maximum understanding and transparency, specifically the maintenance of budgets, reports of actual versus planned expenditure.
 - To review and advise the Council in respect of tenders, quotations, contracts and appointment of contractors
 - To review and advise the Council in respect of the Freedom of Information Act
 - To ensure that the Council's standing orders and financial regulations are reviewed from time to time, submitting any amendments to the Council for approval.
 - In addition to all of the above, the Committee shall put in place whatever controls it considers necessary to ensure that the Council's resources are properly managed and that rules and regulations are complied with.
 - The creation and maintenance of the Capital programme.
 - To appoint from its membership a recruitment panel when necessary and recommend appointments to Full Council
 - To agree and review contracts of employment, job descriptions and person specifications for staff and report to Full Council.
 - To agree annual leave and time off in lieu
 - To ensure that the Council has in place a formal grievance and disciplinary procedures for its staff.
 - To review staffing structures and levels and report to Full Council as required
 - To review and advise the Council in all matters concerning staff pay and conditions of employment.
 - To take whatever advice it deems necessary to ensure that the Council is fully aware of its legal rights and obligations.
 - To ensure that the Council has in place written GDPR, safeguarding, health and safety, and welfare policies, and that they are subject to an annual review.
 - To review and advise the Council on alleged breaches in the Code of Conduct.
 - To appoint from its membership three members to act as a disciplinary panel as set out in the staff handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk*

Amended January 2020

- To appoint from its membership three members to hear any formal grievance made by the Parish Clerk or other staff against another employee or the Parish Clerk and any appeal against the outcome of a grievance investigation**

*If there are insufficient members who are independent of the original disciplinary panel, a Member of Committee may be substituted instead

** If there are insufficient members who are independent of the original grievance panel, a Member of the Environmental Committee may be substituted instead

Review

The Policy & Finance Committee's terms of reference are to be reviewed annually at the Annual Council Meeting.

Appendix 1. Allegations of breaches of the code of conduct

- a) On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the Staffing committee.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Staffing committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c) Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d) The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Policy & Finance committee shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e) Standing order 31 (d) above should not be taken to prohibit the Council whether through the Proper Officer or the Chairman of the Policy & Finance committee or otherwise from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f) The Staffing committee shall have the power to:
 - i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

Amended January 2020

Amended January 2020

Stainland & District Parish Council, Stainland Library, South Parade, Halifax, HX4 9HW
www.stainlanddistrictparishcouncil.org | Telephone: 07368 244 203 | Email: hello@stainlanddistrictparishcouncil.org