



**QUEEN CAMEL PARISH COUNCIL**

**Clerk:** Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL

**Tel:** 07726 245 101

**e-mail:** [clerk@queencamelpc.org.uk](mailto:clerk@queencamelpc.org.uk) **website:** [www.queencamelpc.org.uk](http://www.queencamelpc.org.uk)

## **Queen Camel Parish Council Finance, Personnel and Risk Committee**

### **Terms of Reference**

**Adopted at the Council Meeting of the Council on 21<sup>st</sup> November 2022**

The Finance, Personnel and Risk Committee is a Standing Committee of Queen Camel Parish Council that meets twice yearly, or more often if required. Terms of Reference shall be reviewed annually.

#### **1. Membership**

1.1 The Committee shall have a maximum of four members, confirmed at the Annual Parish Council Meeting. Changes in membership, following an interim vacancy, shall be approved at the next Council meeting.

1.2 The Chairman shall be elected by the Committee and the quorum shall be three members. In the event the Chairman is not present at a meeting the members will elect one of them to chair that meeting.

#### **2. Finance and Risk Responsibilities**

2.1 To review the Council's Financial Regulations (and Standing Orders relating to financial matters) annually and ensure that they are observed.

2.2 To monitor both the effectiveness of the RFO and the Council's system of internal control and financial administration.

2.3 To consider in conjunction with the RFO requests for budget expenditure from Councillors, Committees and Working Groups and to recommend the budget and annual precept to Council.

2.4 To ensure that the Council maintains reserves at a level recommended for smaller authorities and to make recommendations to Council about the earmarking of items in reserves for specific uses.

2.5 To monitor and report quarterly to the Council on actual expenditure compared to budget.

2.6 To authorise the payment of budgeted expenditure and ensure that the accounting system reconciles with the Bank Statements, with quarterly reports to Council.

2.7 To recommend the internal auditor for appointment by Council

2.8 To take action on recommendations made by internal or external auditors, and report to Council. The Committee will also consider any concerns raised by members of the public.

2.9 To review the Council's Annual Return, Governance Statement and Accounting Statements for accuracy and recommend them to the Council for approval.

2.10 To monitor bank accounts and ensure at least three Committee members are authorised signatories.

2.11 To oversee tenders, quotations, contracts and the appointment of contractors.

2.12 To ensure that VAT is properly accounted for and reclaimed.

2.13 To ensure that appropriate records of assets are kept and maintain an overview of their management.

2.14 To reduce risk through annually reviewing the insurance policy to ensure that the Council maintains adequate cover.

2.15 To reduce risk through ensuring Risk Assessments are reviewed at least annually

2.15 To review policies and procedures at the agreed intervals

### **3. Personnel Responsibilities**

To hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to Council as necessary. The Committee will:

- 3.1 In cases of emergency, that will not wait until the next council meeting have full powers to act on behalf of the council.
- 3.2 Ensure employment laws are complied with.
- 3.3 Authorise holiday, sick leave and absence from work,
- 3.4 Review and appraise the performance of employees annually
- 3.5 Consider pay awards annually
- 3.6 Set the staffing budget requirements each year
- 3.7 Be responsible for recruitment, job descriptions, advertising, selection and appointment;
- 3.8 Deal with any matters in accordance with the Councils Disciplinary or Grievance Procedures

### **4. Limitations of the Committee's functions and powers**

4.1 The Committee must act in accordance with the Financial Regulations, Standing Orders and other relevant regulations.

4.2 A Committee matter will be considered instead by Council if requested by any three Councillors.