



Finance & Policy Committee Terms of Reference

Members: 7

Quorum 4

The following matters are the responsibilities of the Finance & Policy Committee:

1. reviewing and recommending the following financial matters to Council for approval:
 - Quarterly Examination of Accounts (i.e. balance sheet, income & expenditure report and reserves report)
 - Annual Budgets (yearly budget and precept request must be considered and approved by full council)
 - Grant Applications
 - Legal Matters
 - Leasing and Licensing Matters
 - Acquisitions and Acceptances of Interests in Land
2. reviewing and approving payments by all permissible methods.
3. reviewing and approving non-statutory policies.
4. Reviewing and recommending training for Councillors.
5. Reviewing and approving recommendations from the Staffing Subcommittee.

Staffing Subcommittee

1. The Staffing Subcommittee shall be made up of the Chair of F&P, the Deputy Mayor and the Chair of Amenities.
2. The Staffing Subcommittee shall meet at least twice annually, following staff appraisals in April and in September prior to budget setting.
3. The Staffing Subcommittee shall also meet at other times where necessary.
4. The Staffing Subcommittee shall report to the Finance & Policy Committee
5. The Staffing Subcommittee shall be responsible for:
 - Contracts of Employment for Staff
 - Appointment of Staff
 - Duty of Care
 - Staff Training

6. Committee to have delegated authority to respond to staffing needs/adjustments within the agreed annual staffing budget, reporting retrospectively to the finance & policy committee at the next meeting.
7. Staffing Subcommittee shall seek advice from the Councils HR advisor on staffing matters to mitigate risk to the Council concerning HR legislation.
8. An appeals panel made up of the Mayor, and two other councillors, decided by the staffing committee should be called if necessary.

Delegated Powers of the Finance & Policy Committee

1. The Committee has the power to authorise or approve payments by all permissible methods.
2. The committee has power to make decisions on personnel and staffing matters and make staff appointments on behalf of the council

Approved On: 3 June 26

Review Due: June 27