



TORPOINT TOWN COUNCIL

Committee Terms of Reference

FINANCE AND PERSONNEL COMMITTEE 2021-22

APPOINTMENT: - Seven Committee members shall be appointed at the annual meeting of the Town Council.

EX OFFICIO MEMBERS: - The Town Mayor and Deputy Town Mayor are appointed to this Committee ex-officio.

CHAIRMAN: - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position (made in writing to the Clerk), resigns from the Council or becomes disqualified from being a member of the Council.

VICE CHAIRMAN: - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position (made initially in writing to the Chairman for recording by the Clerk), resigns from the Council or becomes disqualified from being a member of the Council. In the absence of the Chairman, the Vice Chairman shall deputise.

QUORUM: - The quorum of this Committee shall be four or 1/3 of members whichever is larger (Standing Order 27 (c) refers).

TERMS OF REFERENCE REVIEW: - The Council shall review and determine the terms of reference at the annual meeting of the Council.

General: - Decisions made by this Committee serve as recommendations to Council save the following exceptions in a) to e) below: -

- a) To consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities either previously confirmed by Council or where delegated within financial regulations to the Clerk & RFO and/or Committees.
- c) To receive the overtime report and creditors/debtors schedule for consideration and approval.
- d) To receive applications for use of Council premises at no cost for consideration and a decision.
- e) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegation of responsibility shall be clearly minuted within the Council minutes.
- f) To set up and administer sub-committees and working parties to facilitate the work of this Committee [see specific responsibilities 1-9 below] and for no other purpose. The Committee shall

determine the terms of reference and protocols for the sub-committees and working parties that shall report to this committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute within legislation.

Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council activity

- 1) Oversight and responsibility for the Council finances and personnel matters.
- 2) Overall responsibility for the organisational design of the Council staffing structure.
- 3) Compilation and presentation of income and expenditure forecasts for the following fiscal year and the subsequent precept recommendation for consideration at the Council meeting in November of each year.
- 4) Together with the Clerk & RFO to review council insurance and other procedures that could result in an impact on Council finances and make recommendations to Council.
- 5) Together with the Clerk & RFO to review the Budget Variance and the appropriateness of current budgets that have not been delegated to other Committees.
- 6) To review responses from the Council internal and external auditors and make any recommendations.
- 7) To lead on and undertake the Council systems of internal controls including the self-assessment and the Council Risk assessments.
- 8) Monitor and recommend to Council all expenditure within s137 of the LGA 1972 (as amended) is within budgetary constraints and consider requests and make recommendations to Council.
- 9) To make recommendations on general procedures and systems and if required on policy introduction.
- 10) To review the Council personnel procedures and human resources with the Clerk & RFO including review of salaries and other emoluments payable to staff and make recommendations to Council.

Committee Programme 2021/22

June 2021

Election of Chairman

Election of Vice-Chairman

Review Committee Terms of Reference

Review Council Standing Orders (New Council formed)

Authorisation of payment of Mayor's Allowance

Council to submit Annual Governance and Accountability Statement, along with the required financial information to external auditor by the required date

Advertise the public right of inspection of accounts

July 2021

Advertise the Public Right of Inspection (must include first working days in July)

Annual Civic Service

Review Terms of Reference for Systems and Procedures group

September 2021

Arrange interim audit

October 2021

Begin the budget process for next year

Review staffing arrangements/organisational design (to include staff appraisals, CPD and remuneration)

November/December 2021

Present budget for 2022/23 for Council approval

Remembrance Service

December 2021

Make precept demand on principal authority

Approve budget statement for principal authority

January 2022

Plan for the Annual Parish Meeting

February 2022

Undertake review of Standing Orders and Financial Regulations

Undertake review of Internal Controls and Risk Management

Commence review of Council's insurance provision

March 2022

Commonwealth Day

Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council. All will be reviewed as part of a forthcoming overall review of Council policies, protocols and procedures.

POLICY, PROTOCOL OR PROCEDURE
Budget Monitoring Policy
Managing Sickness Absence Policy
Finance Policy
Complaints Policy
Business Continuity Plan
Council Business Risk Management
Council Financial Risk Management protocols
Council Budget and Hire/Letting Charges
Section 137 Grant Protocols and Free of Charge Use Policy
Pay and Conditions Policy
Maternity/Paternity Policy
Pensions Discretion Policy
Investment Strategy
Equal Opportunities Policy
Lettings Policy
Civic Protocols
Council Reserves Policy
Internal Controls Scrutiny Document
Standing Orders
Financial Regulations and Best Value Statement
Internal Financial Controls self-assessment and Statement of Internal Controls (SIC)
Dignity at Work
Drugs and Alcohol Policy

Whistleblowing Policy
Employment Grievance Policy
Policy on Civic Protocol
Training, Learning and Development Policy
Markets Policy

To consult with the Clerk & RFO where appropriate, on areas that have been delegated to the Clerk & RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees term of reference.

Date of Review – First Finance and Personnel Committee Meeting June 2021

Date of next Review – Annual Meeting May 2022