

Staplehurst Parish Council

Employment, Finance & Strategy Group 2023

Terms of Reference

1. PURPOSE

The purpose of the Employment, Finance & Strategy Group is to make recommendations to the Council on financial and policy matters, taking a strategic overview, determine policies and advise on financial matters.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To review and make recommendations regarding the Council's expenditure budget.
- (b) Assess and appraise the financial implications of Council proposals for capital projects.
- (c) Review calculations for the Council's annual precept, making recommendations to the Council on the annual precept to be levied.
- (d) Monitor and review on a regular basis the Council's actual expenditure against budget.
- (e) Carry out an annual review of the work of the internal auditor, including inter alia the effectiveness of their work to ensure compliance with statutory requirements of the Financial Regulations and other NALC guidelines as appropriate.
- (f) Review the submission for the annual external audit and make recommendations regarding any action arising from the external auditors' report.
- (g) Ensure both internal and external audit issues are regularly reviewed by ensuring audit remains a regular item on the Employment, Finance & Strategy Group's agenda.

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- (h) Regularly review the Council's asset register and make recommendations to update it where appropriate; monitor the land and property; carry out decisions made by the Council regarding land and property acquisition, disposal and appropriation.
- (i) Present financial data and review and make recommendations regarding the presentation of financial data to the Council and in public domain.
- (j) Monitor the work of the Responsible Finance Officer (RFO) to ensure proper accounting records and adequate financial controls are in place, in line with the latest agreed accounting standards.
- (k) Review the Financial Regulations and make recommendations to the Council regarding any changes to these Regulations it considers necessary.
- (l) Monitor compliance with the Financial Regulations including, inter alia, the Council's statutory obligations and make recommendations to the Council, where appropriate.
- (m) Retain a strategic overview of risk management, making recommendations to the Council.
- (n) Has overall responsibility for all policy, strategy and procedural matters. Be responsible for any disputes or differences between Committee(s) or Group(s).
- (o) To review the pay and conditions of employment for all employees and to update these as necessary to comply with the law and with good practice.
To recommend the staffing levels necessary to effectively discharge the work required by the Council and to review workloads periodically. Where necessary, oversee the recruitment and selection process.
- (P) To review and monitor the health and safety of employees by providing working spaces, tools and equipment and ensure training is facilitated to safeguard their health and safety at work.
- (Q) To undertake reviews of working practices and procedures of the Council
- (R) To undertake regular employee appraisals of both employed and self-employed staff.
- (S) To undertake reviews of risk assessments for all employees and volunteers, as necessary.
- (T) To devise and negotiate employment contracts with employees and review and formulate job descriptions to reflect the Council's requirements and situations.
- (U) To formulate all policies and procedures relating to employees to reflect the Council's requirements
- (V) To take up any additional tasks assigned to it by the Council, as appropriate.
- (W)

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4. MEMBERSHIP

- (a) The Group will consist of Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council.
- (b) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. CHAIR OF THE GROUP

The Chairman of the Council will automatically become the Chair of the Group for the following year, following Group members' appointment.

6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

7. POWERS/AUTHORITY

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment.

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

Date ...17th July 2023.....Minutes.....2026/6.1.....