

New Waltham Parish Council

Personnel and Finance Committee

Terms of Reference

1. Purpose

The Personnel and Finance Committee is established by New Waltham Parish Council to oversee matters relating to staffing and financial management. The Committee acts on behalf of the Council within the authority delegated to it and makes recommendations to Full Council where required.

2. Status

The Committee is a standing committee of New Waltham Parish Council and operates in accordance with the Council's Standing Orders, Financial Regulations, policies, and relevant employment legislation.

3. Membership

- The Committee shall consist of councillors appointed annually by Full Council.
- The Committee shall appoint a Chair at its first meeting following the Annual Meeting of the Council.
- The Officer to the Council shall attend meetings in an advisory and administrative capacity but shall not be a member of the Committee.

4. Quorum

The quorum for meetings shall be a minimum of three members or one-third of the total membership of the Committee, whichever is greater.

5. Meetings

- The Committee shall meet at least monthly or as required to discharge its responsibilities.
- Additional meetings may be convened by the Chair of the Committee or at the request of the Officer.
- Meetings shall be conducted in accordance with the Council's Standing Orders.

6. Personnel Responsibilities

The Committee is responsible for all staffing matters relating to the Council's five employees and shall:

- Act as the employer on behalf of the Council.
- Oversee recruitment, selection, appointment, appraisal, discipline, grievance, capability, and dismissal procedures, ensuring compliance with employment law and Council policies.
- Review staffing structures, job descriptions, contracts of employment, and terms and conditions.
- Consider training and development needs and make recommendations to Full Council where appropriate.
- Conduct regular staff appraisals and oversee performance management arrangements.
- Ensure appropriate health, safety, and wellbeing arrangements are in place for employees.
- Maintain confidentiality in all personnel matters.

7. Financial Responsibilities

The Committee shall oversee the Council's financial management and shall:

- Receive and review Officer/RFO monthly financial reports, including income, expenditure, bank reconciliations, and budget monitoring.
- Monitor expenditure against the approved budget and identify variances.
- Work closely with the Officer/RFO and Chair of the Council on ongoing budget management and financial planning.
- Work alongside and support Officer/RFO to review year-end financial documentation, including accounts and supporting records, in readiness for recommendation to Full Council for approval and sign-off.
- Oversee and support the Officer/ RFO, the preparation of documentation required for internal and external audit.
- Review and recommend updates to the Council's Financial Regulations and financial policies as required.
- Ensure appropriate financial controls, risk management, and value-for-money principles are applied.

8. Budget Setting

The Committee shall:

- Lead (with support from Officer/RFO) on the development of draft budgets for new financial years.

- Consider forward planning, reserves, and future financial commitments.
- Make recommendations to Full Council on the annual budget and precept.
- Review the effectiveness and suitability of budget assumptions.

9. Delegated Authority

The Committee is authorised to make decisions regarding routine personnel and financial matters, including annual employee pay reviews, provided these actions fall within the parameters established by Full Council, Standing Orders, and Financial Regulations. Any significant financial commitments or issues exceeding the Committee's delegated authority will be referred to Full Council, accompanied by recommendations for thorough consideration and approval.

10. Reporting to Full Council

- The Committee shall report its decisions and recommendations to the next meeting of Full Council.
- Minutes of Committee meetings shall be circulated to all councillors.

11. Confidentiality

Where matters relate to staffing or sensitive financial information, the Committee may resolve to exclude the public and press in accordance with the relevant legislation.

12. Review

These Terms of Reference shall be reviewed annually by the Committee and recommended to Full Council for approval.

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To go to Council meeting for adoption on: 1st April 2026