

# **Governance, Employment and Finance Committee.**

## **Terms of Reference**

The purpose of the Legal & Finance Committee is to

- Ensure that Bungay Town Council is fully compliant with current legislation and is adhering both in word and in deed to the Code of Conduct.
- Secure the proper administration of the Council's financial affairs under all relevant legislation/guidance and to secure best value for the residents of Bungay.
- To manage any staff or personnel issues through the Employment Working Group and the purpose of this Working Group is to manage the employment of staff, including appointments, reviews, provision of documents, salary reviews and grievance & disciplinary.
- To manage any communication matters through the Communications Working Group and the purpose of this Working Group is to deal with all matters of communications such as website, newsletters and publicity on behalf of Council.

All member Town Councillors of this committee are voting members of the committee. The Committee will be made up of the Mayor (Council chairman), Deputy Mayor (Council Vice-Chairman), and the Chairs and Deputy Chairs of the following committees:

- Planning, Environment & Highways Committee
- Grounds, Premises & Amenities Committee.

If any of the above members are unable to attend a meeting a delegated Town Councillor can attend as a substitute.

The Chairman of this committee will be the Mayor and the Vice-Chairman will be the Deputy Mayor.

The Committee will meet every calendar month to debate and discuss items such as the following with delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget): -

- Annual estimates of expenditure and income and control & monitoring of the Council's approved budget throughout the year.
- Recommendation of precept to full Council.
- Insurance of all the Council's property and liabilities and ensuring accuracy of the asset register.
- Tendering and purchasing arrangements.
- Approval of payments on the Council's behalf either made already or in advance of payment.
- Appointment of an independent Internal Auditor.
- Maintenance of adequate systems of internal control and internal audit.
- Approval of annual financial reports, ensure evidence of adequate systems of internal control and audit throughout the year and presentation for external audit.
- Develop and monitor the Council's Risk Management Strategy.
- Develop the Council's strategic objectives and monitor the Council's performance against these.
- Develop the Council's Financial Plan.
- Award of grants to local organisations.
- Review and recommendations of approval of Governance documents such as Standing Orders, Financial Regulations, Model Publications and Risk Analysis, donations policy.
- To ensure that Council is fully compliant to the latest legislation with regular reviews of policies.

- **To manage HR and personnel through the Employment Working Group which include:**
- Establish and keep under review the staffing structure in consultation with the Finance Committee.
- Draft, implement, review, monitor and revise policies for staff.
- Establish and review salary pay-scales for all categories of staff and to be responsible for their administration and review.
- Oversee the recruitment and appointment of staff.
- Arrange execution of new employment contracts and changes to contracts.
- Establish and review performance management (including annual appraisals) and staff training programmes for staff. Annual appraisals should all be countersigned by a designated Councillor.
- Oversee any process leading to dismissal of staff (including redundancy).
- Keep under review staff working conditions and health and safety matters.
- Monitor and address regular or sustained staff absence.
- Make recommendations on staffing related expenditure to the Legal & Finance Committee.
- Consider any appeal against a decision in respect of pay.
- Consider a grievance or disciplinary matter (and any appeal).
- Supervise and performance manage the Clerk's work, to administer his/her leave requests, record and monitor his/her absences and handle grievance and disciplinary matters and pay disputes.
- Any other item that is deemed appropriate by Council or the Legal & Finance committee.
  
- **To manage any communication matters through the Communications Working Group which include:**
- Website & Social Media
- Newsletters
- Notice Boards and Notices
- Internal communication between Councillors and staff.
- Publication of Events
- Residents communications or correspondence
- General liaison with the public
- Liaison with other Bungay organisations.
- Any other similar or appropriate items as delegated by Full Council

**Decisions regarding the setting of precept and borrowing must be made full council.**

**Signed by Chair:** .....

**Adopted Date:** .....