



AYLESHAM PARISH COUNCIL

TERMS OF REFERENCE: Finance, Audit & Personnel Committee

Membership:

- Five Members of the Council – Committee Chair plus four.

Purpose of the Committee

- The Finance & Audit Committee will oversee the administration of all matters relating to Council finance, audit and compliance with relevant legislation.
- To oversee matters relating to Council employees in line with relevant legislation and the Council's employment policies.

Aims and objectives

The role of the Committee is to consider and approve issues relating to:

- The administration of the Council's financial affairs
- Fixed assets/asset management
- Internal controls including review of effectiveness of internal audit and internal controls
- Budget monitoring and review
- Conditions relating to council employees
- Tendering, contract and purchasing arrangements in line with council Financial Regulations
- awards of grants to local organisations, every quarter
- Receipts of Committee proposals for inclusion in the forthcoming annual budget
- Training and development
- Pension scheme
- Recruitment

Recruitment and Disciplinary Hearing Panels

Recruitment

- Two members of the Committee will make up a panel for recruitment, together with the Parish Clerk

Disciplinary hearings for employees

- Please refer to the Grievance and Disciplinary Policies

Delegated Authority

Under section 101 of the Local Government Act 1972, the Parish Clerk has delegated power for the following:

- Annual appraisals/performance reviews
- Informal disciplinary action
- Confirmation in post following probationary periods



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The Committee will consider and make recommendations to the Full Council on:

- Draft annual budget and precept annually in November - in time for approval at the Full Council meeting in January, as per Council Financial Regulations
- Any review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this Committee
- Any financial borrowing or loans
- Any use of financial reserves
- Proposals for inclusion in the capital works programme
- Staffing restructure leading to potential redundancy/redeployment of employees
- Any matters resulting in changes to employment terms and conditions

Meeting arrangements and frequency

- Meetings will be held a minimum of four times per year
- A calendar will be agreed at the Annual Council Meeting
- Election of the Committee Chair will be at the Annual Parish Council Meeting
- An appropriate Officer will record meetings
- Meetings will begin as stated on the agenda.
- Standing Orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

- A minimum number of three Committee members are required for decision-making purposes.

Reporting and Accountability

- The Committee is a Standing Committee of the Council and as such will refer any matters to Full Council that are deemed significant enough to require approval.

Review Arrangements

- The appointment of the Committee will be considered at the Annual Parish Council Meeting, who may decide to alter or dissolve the Committee as required.