

Portishead Town Council – Staffing and Finance Committee Terms of Reference	
Name of Committee	Staffing and Finance
Membership	6 members of the Town Council: The Chairman and Vice Chairman of Council, and usually the Chair of Community Matters, the Chair of Planning Advisory Group, and 2 other members. Other Councillors may attend meetings of the committee, may participate in discussions, but may not vote.
Requirement	Members must be willing to provide support to all employees and have an understanding of financial matters.
Terms of reference	<p>The remit of the Staffing and Finance Committee shall be, via the Clerk of the Council as appropriate: –</p> <ul style="list-style-type: none"> • To be responsible for all employment matters; • To oversee the job descriptions and terms and conditions of employment of all members of staff; • To oversee and review all relevant policies required for Portishead Town Council as an employer; • To have delegated powers for the implementation of the Council’s Grievance, Discipline and Complaints Procedures and to conduct formal hearings (not appeals) which arise under these policies; • To oversee the appraisal process; • To give consideration to all matters relating to: <ul style="list-style-type: none"> ○ Terms of employment of staff ○ Conditions of service of staff ○ Welfare of staff ○ Training of staff • To keep under review employees’ contracts of employment and examine the Council’s responsibilities under Health and Safety at Work; • To discuss and recommend issues relating to staffing levels and re-grading, pay levels and staffing structures; • To formulate and review procedures for the selection and recruitment of staff and make the necessary arrangements for the interview and appointment of staff as required; • At least one member of the Committee, together with the Clerk of the Council, to conduct interviews of potential staff. • To deal with any staff matters referred by The Clerk; • 3 members of the Staffing committee can meet to deal with an emergency or situation that cannot wait for a full committee meeting to be called and the matter is reported back to the committee as soon as possible; • To be informed of any emergency spending by the Clerk of the Council as authorised by Financial Regulations; • To conduct an annual review of Standing Orders statutory Financial Regulations and the administration of VAT and PAYE regulations, and make recommendations as necessary to the full Town Council; • To review the internal audit arrangements of the Council, consider the resultant internal and external audit reports, make recommendations to Council, and oversee any required action; • To conduct an annual review of the asset register, and insurance schedule of the Council, having delegated powers to authorise synchronisation when necessary; • To review the insurance policy and to agree and approve insurance policies and costs; • To receive other ad hoc reports concerning financial matters from the Clerk of the Council, and report as necessary to Council. • To receive Quarterly Financial Management Reports from the Clerk of the Council and make recommendations to Council if necessary • To review the banking arrangements and make recommendations to Council. • To approve financial investments of the Council.

	<ul style="list-style-type: none"> • To do anything to facilitate compliance with the Freedom of Information Act 2000. • To assist and provide advice to the Community Matters Committee (formally Recreation and Works) with the review and approval of grants.
Delegated powers	The Committee is authorised to make decisions on behalf of Portishead Town Council with regard to all aspects in the Terms of Reference in accordance with the delegated authority in financial policies
Referred business	All matters involving a financial decision must be approved by the full Town Council other than where those decisions fall within the delegated authority in financial policies
Quorum	3 members of the Committee
Frequency of meetings	At least quarterly with an additional meeting where required in May
Approved and adopted	by Town Council resolution of 27 May 2020
Updated	Full Council resolution 21 July 2021 & Reviewed 11 May 2022