

## **Newent Town Council & Burial Authority**

### *Finance & Staffing COMMITTEE Terms of Reference*

- The making of recommendations in respect of financial matters to Full Council.
- Dealing with all matters relating to the general financial administration of the Council.
- Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff.
- Dealing with all aspects of the Council's Corporate Governance including External and Internal Audit, and Grants. The list is not exclusive.
- To monitor policies in respect of Financial and Staffing and provide recommendations and monitoring information to Full Council in relation to the budget.
- To receive Auditors' reports and to make recommendations regarding any matters arising from such reports.
- To consider financial grants to organisations.
- To monitor and review the training needs of members and staff to ensure they are met.
- To monitor to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations.
- Consider all matters relating to the probationary periods of all new employees, in discussion with the Clerk.
- Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate.
- Appointment of employees in accordance with the agreed establishment including the appointment of the Clerk and the Responsible Finance Officer.
- Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable.
- To recommend a budget and proposed Precept to Full Council annually.
- To be bank signatories to the Town Council Banking System.