

PENLLYN COMMUNITY COUNCIL

COMMITTEE TERMS OF REFERENCE

2021/22

**ADOPTED at the
Council Meeting 7th.June 2021**

STANDING COMMITTEES

FINANCE COMMITTEE

UNDER DELEGATED POWERS

1. To monitor the keeping of the Council's accounts and generally to manage the financial affairs of the Council including regular budget monitoring and the approval of in year virements.
2. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
3. To review and determine the Council's Investment Strategy annually
4. To review and determine arrangements for insurances in respect of the Council's activities.
5. To authorise legal proceedings for the recovery of monies due to the Council.
6. To determine the financial and economic policies of the Council.

BY WAY OF RECOMMENDATION TO FULL COUNCIL

4. To make recommendations concerning the levying of precepts by the Community Council.
7. To submit for approval of the Council draft capital and revenue budgets and proposals for supplementary estimates
8. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.

ESTABLISHMENT COMMITTEE

UNDER DELEGATED POWERS

1. To receive information in respect of sickness absence figures in respect of all council staff.
2. To receive information on the training and development of all council staff and councillors.
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis.

4. To ensure that all staff contracts are compliant with legislation.
5. To have responsibility to ensure that all policies/procedures are being implemented by senior officers and line managers.
6. To make decisions on the Training and Development budget process for staff and Councillors
7. To receive and consider applications for vacant posts within the Community Council and to interview successful shortlisted candidates.
8. To deal with all administrative aspects of the recruitment and selection of Minor Authority Representatives on behalf of the Town Council, including interviewing, selection and the appointment of Minor Authority Representatives.
9. That when considering applications from Councillors in respect of Minor Authority Representative posts, Councillors serving on the Establishment Committee who are applying for said position must not be present during those discussions and may if they so wish provide a substitute for the purpose of that meeting.
10. To authorise officers to pay any member of staff in receipt of less than the accredited 'real' Living Wage
11. To authorise increments to staff salaries in line with council policy and agreed NJC and NALC payscales
12. To appoint a Complaints Panel as required, comprising of three Committee members as per Local Resolution Protocol, noting that those appointed must have had no prior involvement in the process
13. To appoint Appeals Panels as required noting members' independence to any given situation
14. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, COMMITTEE

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
2. To make recommendation on requests for vocational training.
3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications

5. To consider and make recommendations on requests for job evaluations for all posts.
6. To make recommendation on the appointment of all Council staff following the interviewing process.
8. To feed into the annual budget setting cycle