

Finance, Resources and Risk Working Group

Terms of Reference

Purpose

The Finance, Resources and Risk Working Group, in conjunction with the RFO/Clerk, is responsible for advising the Parish Council on Finances, Policies and Staffing matters in order to ensure that these duties are carried out in line with current legislation and the Parish Council's Standing Orders and Financial Regulations

The Working Party in carrying out its duties must consider Best Value, Equal Opportunities, Policies and Health & Safety.

Membership

The Finance, Resources and Risk Working Group will consist of at least 3 Parish Councillors.

The RFO shall be a non-voting member of this Working Group.

The Working Group quorum shall be 3 Councillors.

At its first meeting, the Working Group will elect a Chair.

Meetings

The Working Group shall meet at least quarterly. Any additional meetings to be agreed on by working group members as necessary.

Meetings to be arranged with no less than 3 days' notice.

Minutes or notes of meetings will be succinct with recommendations recorded and reported to the next Parish Council meeting.

Working Group's Areas of Responsibilities / Terms of Reference

Policies:

- Monitor new legislation and guidance from NALC / WALC and prepare advice for the full Council.
- Review existing policies and present them for Parish Council approval.
- Develop new policies to meet legal requirements and present them at the full Parish Council meeting for approval. Monitor and report on successful outcomes to the full Council.

Finances:

- Ensure that the Council's Financial Regulations are reviewed, kept up to date and submitted for approval by the full Parish Council.
- Maintain the Council's Financial Planning System and ensure that the draft budget and precept are submitted to the full Council for approval annually to meet the Solihull Council deadline.
- Review internal and external Audit Reports, implement any recommendations after approval from the Council.
- Ensure an effective system of internal and external audit of the Parish Council's records & control system is in place.
- Monitor, develop and submit for approval by full Council the policy & arrangements for the Reserves.
- Oversee any health & safety matters relating to Parish Council responsibilities.
- Maintain and manage Parish Council assets, monitor their usage and report to full Council.

- Maintain an up-to-date Risk Assessment register of all Council services, business and assets.
- Ensure that the Parish Council's property and business are adequately insured.

Staffing Responsibilities:

- Keep under review a staffing structure necessary to carrying out the work of the Parish Council efficiently & effectively.
- Advise the Parish Council on recruitment, retention and development of Parish Council staff.
- Advise the Parish Council on an annual performance management & professional development programme and keep this under review.
- Advise the Parish Council on the pay & conditions of employment of Parish Council staff, and keep this under review to comply with the Law & good practice including health & safety at work.
- Advise the Parish Council on any Grievance & Disciplinary matters and Appeals.
- Advise the Parish Council on dealing with dismissal & redundancy of PC staff.