Glenfield Parish Council

Park House, Stamford Street, Glenfield, Leicester, LE3 8DL
Telephone: 0116 231 2498 email: office@glenfield-pc.gov.uk

COMMITTEE: Finance & General Purposes Committee

POWER TO DECIDE: Yes

POWER TO SPEND: Yes

POWER TO ACT: Yes

QUORUM: 3

UNDERTAKINGS:

1. To have an oversight of all Council matters impacting on the finances of Council ensuring the Council acts legally and prudently in all financial matters.

2. To exercise such authority as is delegated to it by the full Council.

3. To carry out all audits and internal control checks as are required or deemed prudent.

4. To monitor income/expenditure to budget on a quarterly basis and a report made to the Full Council

5. To authorise expenditure within budgets applied to cost codes designated as the committee's responsibility

6. To review at least annually, the Parish Financial Regulations and all other financial policies, including but not limited to the Financial (Strategic) Risk Assessments, Internal Audit arrangements, Internal Controls and Cash Controls.

7. To review, at least annually, and agree fees and charges for Council facilities as recommended by the Property, Equipment & Transport Committee.

8. To prepare an annual budget for approval by the Full Council, giving cognizance to recommendation and requests of other Committees.

9. **To ensure Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.**

10. Recruit and short list applicants for the post of Parish Manager/RFO. The successful short-listed applicants to be interviewed by a Staffing Interview Panel. A recommendation from the Staffing Interview Panel will be submitted to Full Council to ratify the appointment of Parish Manager/RFO.

11. Working with the Parish Manager, assist in the recruitment of staff, with the exception of the post of Parish Manager/RFO. The Parish Manager will assess the performance and suitability of all staff at the end of their probationary period, organising training as appropriate within the budget provided for training.

12. Deal with any staff disciplinary matter in accordance with the Council's Disciplinary and Grievance Procedures. The Committee to elect a Staffing Appeal Committee (not including members of the Finance & General Purposes Committee). The Panel to report its final decision to the Finance & General Purposes Committee.

13. Have sight of and assist when requested by the Parish Manager, and review job descriptions, person specifications, sickness arrangements, contract, pension arrangements, staffing policies and procedures, bearing in mind Employment Law, Health & Safety Law and Terms and Conditions of Service as suggested by the National Joint Council (NJC) and recommended by the Society of Local Council Clerks (SLCC).

14. Manage any staffing issues referred to the Committee by the Full Council.

15. To form any sub-committee, working party or panel which may be required to assist in any of the Committee's work.