

TERMS OF REFERENCE

1. **STANDING COMMITTEE: Resources**
2. **POWER TO DECIDE:** The Resources Committee is a committee of, and shall operate within, the Standing Orders adopted by East Hunsbury Parish Council. This is a Standing Committee with delegated powers to decide.
3. **POWER TO SPEND:** There is no power to spend but members are delegated responsibility for:
 - review of the budget/spend of the parish council
 - review and enhancement/amendment (within employment regulations) of staff terms and conditions and salaries
 - recommending for approval by full council any extraordinary expenditure
4. **MEMBERS:** There will be a minimum of 4 members, to include the Chairman and Vice-Chairman of the Council.
5. **QUORUM: 3**
Membership of the committee will be decided at the Annual Meeting of the Parish Council (or next appropriate meeting of the Council). Co-opted councillors will be given the opportunity to join the committee within a reasonable time of joining the council.
6. **CHAIR:** The Chairman will be appointed at the first meeting of the Committee following the Annual Meeting of the Parish Council.
7. **VOTING:** Only the appointed members of the Committee are entitled to vote. In the case of an equal vote the Chairman shall have a second or casting vote.
8. **MEETINGS:** The Committee will meet at least quarterly and at such other time as determined by the Chairman.
9. **DELEGATED RESPONSIBILITIES:**
 - It is the responsibility of the Chairman of the Committee to provide a brief summary report of the meeting to the next Full Council meeting if required.
 - If a Councillor is present at a Committee Meeting that they are not a committee member of, they may be invited by the Chairman to join in a discussion on an agenda item but cannot vote.
 - Public shall be permitted to attend a meeting of this Committee, but there is no public session and members of the public will not be permitted to participate.

- Where the Committee is reviewing payments to staff, members of the public will be required to leave the meeting.
- Where the Committee is reviewing items relating to personnel, tenders, contracts, or other sensitive or confidential items, members of the public will be required to leave the meeting.

Blacky More Community Centre

- The Committee is responsible for reviewing charges and terms and conditions of hire for Blacky More Community Centre.
- Review of the booking calendar on a regular basis.
- Overview of the income received from Blacky More Community Centre.
- Consideration of the ongoing management of Blacky More Community Centre.
- Review of facilities and responsibility for refurbishment works and any required funding.

Planning

- The Committee will regularly review the national infrastructure applications received by the Planning Inspectorate to ensure that the Council are aware of any proposed developments outside of the parish, which could impact on the parish infrastructure.
- The Committee will regularly review the planning applications received by West Northamptonshire Council to ensure that the Council are aware of any proposed developments outside of the parish, which could have an impact on East Hunsbury.
- Where the Committee identifies any such development, to draft a response to the Planning Authority, PINS, or other authority, outlining the concerns of the Council and identifying any mitigation measures required to satisfy the Council's concerns.

Financial

- The Committee shall co-ordinate budget and precept preparations bringing final proposals to full Council at the earliest opportunity, but not later than the January meeting.
- The Committee shall monitor income and expenditure against the budget on a regular basis. It may recommend any review of the budget deemed necessary and a half yearly review of the budget shall be undertaken in November.
- Review of Ear Marked Reserves shall be carried out annually at the first available meeting of the Committee following year end. Carried forward reserves can be allocated to Ear Marked Reserves as appropriate.

- Review of Debtors carried out at the first available meeting of the Committee following year end.
- Review of salary budgets annually in accordance with the Financial Regulations of the Parish Council.
- The Committee shall ensure that the Council's Financial Procedures and systems are reviewed regularly, and that the Council abides by all statutory requirements in relation to its accounts, finances, and internal control.
- The Committee shall ensure that the Council responds positively to reports from the Internal and External Auditors.
- The Committee shall review all policies of the Parish Council on a regular basis to ensure that they are fit for purpose and shall make recommendations to full Council regarding adoption.
- The Committee shall carry out an annual review of the effectiveness of internal control.
- The Committee shall carry out an annual financial risk assessment and report to full Council.
- The Committee will consider forward planning and provision of earmarked reserves. Recommendations shall be made to full Council on the provision of earmarked reserves.
- To oversee all legal matters pertaining to leases, mortgages, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, specification of work and debt recovery and make recommendations to full Council.
- To consider all applications for grants and donations and make recommendations to full Council, in line with the Council's Policy and with input from the Grants Liaison Councillor.
- To manage the transfer of assets from principal authorities, to include consideration of ongoing financial obligations, and tendering/contracting processes in accordance with the adopted Financial Regulations of the Council.

Personnel

- To review staffing structures and levels and make recommendations to the Council.
- To agree and review contracts of employment, job descriptions and person specifications for staff.
- To carry out annual performance reviews for the Clerk, and other staff in conjunction with the Clerk.
- To review staff salaries and terms and conditions and make recommendations to Council.

- To appoint from its members a recruitment panel when necessary. Recruitment panels will normally include three members in the case of appointment to the Clerk and/or RFO posts; and one member of the Committee plus the Clerk for all other posts.
- To appoint from its members three members (including the Chairman of the Resources Committee unless that person is also the Chairman of the Council) to act as a disciplinary panel as set out in staff contracts. In the case of any appeal against disciplinary action taken by the Clerk, three members of the Council shall be appointed to act as an appeals panel, none of whom to have been part of the disciplinary panel. Such panel shall not include the Chairman of the Council.
- To appoint from its members three members to hear any formal grievance made by the Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Clerk. Such panel shall not include the Chairman of the Council.
- To review health and safety at work for all Council employees.
- To review all Council policies that relate to staff employment on an annual basis.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To undertake training where necessary on the employment, recruitment and retention of staff and knowledge of all legislative requirements.