



Colne Town Council Terms of Reference

Finance, Employment & Services Committee

The Finance, Employment & Services (FES) Committee is a Standing Committee of the Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

1. Membership

Each year at its annual meeting, the Council shall nominate and elect the following:

- The Chairman of this Committee
- The Vice-Chairman of this Committee
- Five other members of this Committee

All nominees for this Committee must be elected Members of the Council

2. Purpose of the Committee

The Finance, Employment & Services Committee will take the lead role in all matters relating to Colne Town Council's Finances, Employment and services.

3. Responsibilities

To make recommendations to the Council on the conduct of its own business – including standing orders, Committee organisation, membership and calendar of meetings.

To make recommendations to the Council on policies, objectives and priorities.

To establish sub-Committees, as appropriate.

To review the effectiveness and efficiency of the Council's organisation, standards and level of service, without detracting from the duties and responsibilities of the other Committees.

Matters relating to the Council's buildings and other facilities.

Matters relating to staff, including recruitment, resources and structure.

To produce Personal Performance Plans for staff and review at regular intervals.

The Chairman of FES in conjunction with the Chairman of the Council to be responsible for line management, supervision, and review the performance of the Town Clerk. Meetings to be held in line with the Council's Performance Management Policy.

To respond on behalf of the Council to consultation documents relevant to the activities of the Committee.

To consider and make recommendations on any matters referred to it by the Council or other Committees.

To deal with any matters not specifically allocated to any other Committee including legal matters.

4. Finance

To provide recommendations to the Council and continuously monitor and review:

- System of financial regulation and control (in accordance with legislation and the Council's adopted Financial Regulations and Standing Orders)
- Management of financial resources, including budgets devolved to other standing Committees.
- Investment Policy.
- Level of Reserves (General, Earmarked and Section 106 funds)

To approve (or otherwise) items of proposed expenditure (or reduction in income) for which no provision has been made in the approved budget when the net change to the budget is no greater than £20,000.

To make recommendations to the Council for the decisions on items of expenditure (or reduction in income) for which no provision has been made in the approved budget when the net change to the budget is greater than £20,000.

To prepare an annual budget each year for review and approval by the Council after careful consideration of all areas of income and expenditure.

To write-off irrecoverable amounts.

To consider and report the financial implications and funding of any major capital works to the Council.

To consider and recommend a major capital works programme to the Council.

To oversee Audits, Risk Management, Insurance and Contract Renewals.

To receive and consider reports from the Internal Auditor, External Auditor and any other consultants employed by the Council relevant to the activities of the Committee.

To review all aspects of corporate governance including internal controls.

To monitor and review the Council's insurance policy provisions whereby the Council must be made aware annually.

To monitor /review Risk Management and Health & Safety issues, whereby the Council must be made aware of any critical risks or issues. An annual review of the Corporate Risk Register must be completed.

5. Democratic

To approve, where appropriate, Member and staff attendance at training events, seminars, conferences or representation at external meetings.

To approve matters relating to civic functions.