

BROCKENHURST PARISH COUNCIL

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Personnel and Resources Committee

Terms of Reference

General

The Personnel and Resources Committee (Committee) is constituted as a committee of Brockenhurst Parish Council. The Committee composition shall be a minimum of five Councillors with three voting members of the Committee constituting a quorum. The Chairman of the Committee is elected annually by the Committee at the first meeting after the Annual Council meeting of Brockenhurst Parish Council. The Chairman and Vice Chairman of the Full Council are ex officio members of the Committee and entitled to vote.

The objective of the Committee is to oversee the staff and personnel and control the financial systems, income and expenditure of the Parish Council.

Committee responsibilities

This committee does not have delegated power under Standing Orders.

It shall consider and, where appropriate make recommendations to the full Parish Council, on:

The budget for the Council and make recommendation to the Council as to the precept required for the next financial year.

Monitor income and expenditure against the budget and make adjustments and/or virements as appropriate.

Meet on a regular basis, not fewer than three times each year.

Make arrangements for the establishment, engagement and dismissal of staff and for their cost-effective employment and service, including determining remuneration and SCP scale. Be responsible for reviewing employment related policies, such as grievance and disciplinary. To deal with staff grievance matters in accordance with Standing Orders.

Make arrangements to deal expeditiously with all matters of a routine financial nature which are not the responsibility of other committees, so that matters are either determined, or where appropriate, made the subject of recommendation to the council to enable them to be determined.

Be responsible for deciding, or making recommendations to council, on applications for grant aid. Where appropriate the recommendations of the Amenities and Infrastructure Committee or Planning Committee or Events Committee shall be sought prior to consideration by this committee.

Be responsible for reviewing the financial regulations and internal control policy as appropriate, and making recommendations to council.

Be responsible for reviewing policy relating to financial reserves and investment strategy, and making recommendations to council.

Be responsible for reviewing the annual insurance policy and monitoring the risk assessment schedule.

Be responsible for the compliance with the Internal Audit requirement of the current Account and Audit Regulations, and appointment of the Internal Auditor.

Publish the Village Directory if agreed and determine its frequency.

Maintain the Parish Council website, the Assistant Clerk being responsible for day to day updating as appropriate.

Review all fees and charges for work done, services provided and goods sold at least annually.

Adopted at by Full Council on the 16th July 2024
To be review in July 2025