

# CREATON PARISH COUNCIL

## Committees and Advisory Groups Terms of Reference

**Reviewed and Approved: 6<sup>th</sup> September 2016**

### **Resources, Staffing, and Strategy Advisory Committee:**

The Chairman to Creaton Parish Council will preside over the Resources and Strategy Advisory Group.

The Resources and Strategy Advisory Group reports to the Full Council and will undertake to provide recommendations for Full Council not later than 1 week before a Full Council meeting.

The Committee has *delegated powers* to:

- approve Clerk Holiday
- approve Clerk Overtime/Time Off in Lieu
- Conduct an annual appraisal of the Clerk Role

The Committee shall meet twice a year in February and November or as necessary. The Clerk will attend meetings of the Committee as RFO.

Four appointed Parish Councillors will be members of the Committee. Other members of the Council may attend but will not have any voting rights. All meetings will be held in closed session.

*The Committee shall be responsible to the Parish Council for:*

### **Resources and Staffing:-**

- Reviewing grant applications and recommending a response to Full Council
- Reviewing Staff salaries/holidays/performance and recommending a response to Full Council
- Reviewing the Budget and precept request (prepared by the RFO) for recommendation to Full Council
- Reviewing the end of year return and audit (prepared by the RFO) for recommendation to Full Council
- Reviewing the Asset Register annually (prepared by the RFO) for recommendation to Full Council
- Reviewing the Financial Regulations annually and amending for recommendation to Full Council
- Reviewing the Effectiveness of Audit and making recommendations to Full Council
- Reviewing the Internal Controls annually and when new activities are forecast to take place
- Reviewing the Risk Assessment annually and when new activities are forecast to take place.

### **Strategy**

- Reviewing Policies and procedures and making recommendations to full Council
- Reviewing Parish Council Aims and Objectives
- Investigating production of a Business Plan (as recommended by NCALC)
- Reviewing the Parish Council identity and making recommendations to Parish Council thereon.

Signed:.....

Chairman

Date: .....