

**Warwick Town Council**

**Finance and Policy**

**Terms of Reference**

**Purpose of Finance and Policy Committee:**

**This committee is appointed to make decisions about all staffing matters, policies, budgets, investments, subject to budgets and expenditure limits approved by Full Council.**

**Any agreed changes are to be ratified at Full Council.**

1. **Membership & Voting**
* **The Finance & Policy committee will be comprised of elected Members of the Council, preferably a minimum of 7.**
* **All elected Members will be appointed to this Committee at the Annual Meeting of the Council.**
* **The Mayor is elected Ex Officio and has no voting rights.**
* **The Chair and Deputy Chair of the Committee will be elected at the first meeting of this Committee each Council year by the elected Members who sit on the Committee.**
* **Other non-Members may be invited to join the Committee. These persons do not have the right to vote or to move or second a motion unless they are attending as a “sub”.**

**Terms of Reference:**

**HR**

1. **To establish and keep under review any staffing changes/HR issues.**
2. **To draft, implement, review, monitor or revise any HR policies.**
3. **To oversee recruitment of staff**
4. **To oversee any dismissal process**
5. **To consider any grievance matters**
6. **To oversee Youth Council**

**FINANCE**

1. **To establish a 4 year budget**
2. **To monitor current year budget**
3. **To make proposals for precept amounts**
4. **To approve income and expenditure payments**
5. **To propose investments**
6. **To oversee CIL spend**
7. **To propose reserve levels**
8. **To approve monthly accounts**
9. **To review and approve annual accounts and ensure they are followed up.**

**POLICIES**

1. **To monitor and manage Risk**
2. **To ensure all Policies are reviewed and relevant.**
3. **To review any other Council policies and propose changes for full council agreement**
4. **To receive reports from the internal and external auditor**

**BUSINESS PLAN**

1. **To develop and oversee the Business plan for the next 4 years**