



## **GOVERNANCE AND OVERSIGHT COMMITTEE TERMS OF REFERENCE**

### **Role**

The role of the Governance and Oversight Committee is to oversee all aspects of: Financial Administration; Human Resource activities (for both employees and Councillors); Audit and Governance.

### **Objectives**

The purpose of this committee is to;

- Bring matters relating to Finance, HR, Audit and Governance to the attention of the full council.
- To make recommendations regarding policies, best practice and additional controls, together with the Clerk.
- Make decisions with regards to HR and support the Clerk/staff when required.
- To report to Full Council any issues or areas of concern for corrective action.

### **Membership**

The Committee shall consist of the current Chair of the Community, Leisure, Employment and Wellbeing Committee, Planning & Infrastructure Committee and the Chair of Angmering Parish Council along with up to 3 other councillors.

The Committee may not appoint anyone other than Parish Councillors.

The Chair of the Council is to be on the committee but may not be the Chair of the Governance and Oversight Committee.

### **Meetings**

The committee is required to hold meetings at least four times per year.

**Finance**

Review and update the Monthly Reconciliation List of councillors to review the statements.

Asses all future investments against the current Investment Policy.

**Health and Safety**

Monitor, by way of updates regarding the risk assessment portfolio.

Monitor and receive updates on staff working environment, including Work Place Assessment outcomes.

**Staffing**

Monitor staffing matters in conjunction with the Clerk, and to make recommendations to the full council where necessary.

Consider unresolved employee Disciplinary & Grievance matters as the final stage as laid down in both policies.

Monitor the committee and sub-committee support workload on the Parish Clerk and the team and make recommendations to the Full Council if any concerns arise.

Monitor and assist with the co-option process of new Councillors.

Assist the Clerk in the recruitment of staff, when required.

Create a staffing committee, should the need arise, to assist with resolving staffing issues and/or recruiting a new Clerk.

**Audit**

Assist where required with the audit process and procedures.

Monitor issues raised as a result of the audit.

**Risk Register**

To review the risk register and alert any councillors, via Full Parish, of any amendments or updates.

## **Code of Conduct**

To be made aware of any breaches of the code of conduct and be kept updated of any formal actions.

## **Policies**

Monitor the Parish Council's Standing Orders & Financial Regulations.

Monitor the Parish Council's committee structure and make recommendations to the Full Council for appropriate changes.

Monitor the review process of all council policies and offer suggestions of other policies that may aid the running of the Parish Council.

Making recommendations for policy adoption at Full Council Meetings.

Monitoring policy compliance.

If a policy is going to be out of date before a convenient Governance and Oversight Committee Meeting, or if a new policy is urgently needed, then this process can be completed via email and taken to Full Council for adoption.

## **Monthly Duties**

Review the previous 3 months and coming 3 months of duties, as per the Monthly Duties Document.

Review any issues found as a result.