

TERMS OF REFERENCE

Finance and Staffing Committee

To appoint, annually, 9 members from the Council to sit on the Finance and Staffing Committee, including the Mayor and Deputy Mayor. The committee to meet quarterly.

No delegated authority to make decisions are appointed to this committee, except those relating to the Disciplinary Hearing Panel and Appeals Panel.

Minutes to be taken and distributed with Selby Town Council agenda papers and agreed at the next Council meeting.

Members of the Committee may vote on recommendations put to the committee.

To consider and make recommendations upon all financial matters affecting the Town Council, including precept, budgets, accounts, payments and contracts.

To monitor the Town Councils income and expenditure on a quarterly basis.

To consider and implement, where appropriate, recommendations made by the Council's Internal Auditor.

To consider, and recommend for approval, the year-end accounts and Annual Return.

To make arrangements for the establishment, engagement and dismissal of staff and for their cost effective employment and service.

To consider the terms and conditions of service and pension provisions of the Town Council's staff relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and the Local Conditions of Service of North Yorkshire County Council.

Be responsible for reviewing the effectiveness of the Town Council work standards and levels of service provided, considering the need for new services and keeping existing ones under review.

To keep under review, and update where necessary, the Town Council's policies relating to recruitment and employment.

TERMS OF REFERENCE

Disciplinary Hearing Panel

Council has granted delegated decision making powers to the Disciplinary Hearing Panel in relation to staff disciplinary issues.

The Chair of the Finance and Staffing Committee (or, in their absence, the Chair of the Council) will appoint three members from the Finance and Staffing Committee to a Disciplinary Hearing Panel.

The Disciplinary Hearing Panel meeting will be called by the Town Clerk and notice will be given to the employee.

A minute taker will be present throughout the proceedings.

The Disciplinary Hearing Panel will follow the procedure set out in Selby Town Council Disciplinary Procedure.

Appeals Panel

Council has granted delegated decision making powers to the Appeals Panel in relation to any appeal against the decision of the Disciplinary Hearing Panel or the outcome of a Grievance.

The Chair of Finance and Staffing Committee (or, in their absence, the Chair of the Council) will appoint three members from the Finance and Staffing Committee to an Appeals Panel. Any member who has been involved in the original Disciplinary Hearing Panel (and any relative of any member who has been involved in the original Disciplinary Hearing Panel) shall not form part of the Appeals Panel.

The Appeals Panel will be appointed when any appeals against dismissal, grading and grievances by employees of the Council are made.

The Town Clerk will call the meeting and notice will be given to the employee.

A minute taker will be present throughout the proceedings.

The Appeals Panel will follow the procedure set out in Selby Town Council Disciplinary Procedure.

TERMS OF REFERENCE

Land and Property Committee

To appoint, annually, 8 members from the Council to sit on the Land and Property Committee, including the Mayor and Deputy Mayor. The committee to meet quarterly.

Minutes to be taken and distributed with Selby Town Council agenda papers and agreed at the next Council meeting.

Members of the Committee may vote on recommendations put to the committee.

To maintain, manage, keep safe, update and develop where appropriate, all Town Council assets and services, within an agreed annual budget, including.

Selby Town Hall

Cemetery Lodge, Chapels and grounds

Play Areas

Allotment Sites

Bus Shelters

Street Lighting

Be responsible for the provision and/or maintenance of public seats, litter bins and footpaths which are the recognised responsibility of the Town Council.

To meet on a quarterly basis, to make recommendations to Full Council meetings with regard to the areas of responsibility above.

No Delegated Authority to make any decisions are appointed to this Committee.

TERMS OF REFERENCE

Town Hall Management Committee

To appoint annually 2 members from the Council, with the Arts Officer and the Town Clerk in attendance, of the Town Hall Management Committee meetings. The committee to meet quarterly.

To appoint a Chair of the committee at the first meeting. The Chair to arrange the date of the meetings and the Town Clerk to distribute the date to all members.

Minutes to be taken and distributed with Selby Town Council agenda papers and agreed at the next Council meeting.

To consider and make recommendations upon all financial matters affecting the Town Council with regard to the Town Hall Arts Centre management.

To develop the Town Hall Arts Centre provision working through the recommendations made by Culver Dodds Consultancy.

To oversee the operation and improvement of the Town Hall Arts Centre.

No Delegated Authority to make any decisions are appointed to this Committee.

TERMS OF REFERENCE

Digital Working Group

To appoint, annually, 4 members from the Council, and the Town Clerk to attend the Website Working Group meetings. To meet bi-annually.

To appoint a Chair of the working group at the first meeting. The Chair and working group members to agree the date of the meetings and the Town Clerk to distribute the date to all members.

Notes to be taken and distributed with Selby Town Council agenda papers and agreed at the next Council meeting.

To have delegated decision making powers of up to £500.00. Any expenditure over this agreed amount must be considered by the Town Council.

To oversee the development and improvements to the Selby Town Council website and to ensure it is up to date and accurate.

TERMS OF REFERENCE

Markets Working Group

To appoint, annually, 5 members from the Council and the Markets Manager to attend the Markets Working Group meetings. To meet quarterly per annum.

To appoint a Chair of the working group at the first meeting. The Chair and working group members to agree the date of the meetings and the Markets Manager to distribute the date to all members.

To review procedures and practice around the Selby Market, held weekly, Farmers Market, held monthly and Bank Holiday Markets.

Notes to be taken and distributed with Selby Town Council agenda papers and agreed at the next Council meeting.

To oversee and develop the Markets held in Selby Town.

TERMS OF REFERENCE

Fun Day Working Group

To appoint members of the working group from members of the Council.

To meet with the Clerk at regular intervals to agree details regarding the organisation of the annual Family Fun Day event.

To organise and approve all aspects of the event, within a budget allocation set by the Town Council.

TERMS OF REFERENCE

Selby in Bloom Working Group

To appoint members of the working group from members of the Council.

To meet with the Clerk at regular intervals to agree details regarding the organisation of Selby in Bloom, including hanging baskets, floral planters and the annual best kept garden and allotment competitions.

To organise and approve all aspects of the event, within a budget allocation set by the Town Council.

TERMS OF REFERENCE

Health, Safety and Welfare Working Group

Finance & Staffing Committee appoint 4 members of the working group from members of the Council, Manager representative and staff representative. Other members of staff will be invited to attend meetings when covering risks for their areas of work.

To meet 6 monthly (or as necessary) and to ensure all aspects of Health, Safety and Welfare have been risk assessed.

Delegated Powers are given to the Health, Safety and Welfare Working Group to enable them to approve the Work Activity Risk Assessments. The working group will not write the Work Activity Risk Assessments, they will ratify and sign them off.

The Health, Safety and Welfare Working Group would:

- Monitor the implementation of the Town Council's Health and Safety Policy including risk assessments
- Monitor and review all health and safety incidents (including RIDDOR) and accidents to identify areas for corrective action and make recommendations where appropriate
- Carry out annual inspection of Town Council premises using the agreed checklist and report its findings and recommendations to the Finance and Staffing Committee.

Date of Approval	29 February 2016
Latest date of formal Review	29 September 2018
Cross Reference Documents	Town Council Standing Order and Scheme of Delegation