



STAFF CONSULTATION PROCEDURE

'Selby Town Council understands the need for a consultation procedure when reviewing policies and procedures that impact on employees.

Having such a procedure in place ensures stable relations and consultation between Selby Town Council as employers, employees and trade unions. Co-operation between employers, employees and trade unions will help ensure the successful delivery of service.

When the Town Council reviews policies or procedures having an impact on employees, the following procedure will be followed;

- 1 Finance & Staffing Committee will review the policies/procedures and may propose any amendments;
- 2 The Town Clerk will start the formal consultation process by issuing the draft revised policies or procedures to staff and the relevant trade union representatives;
- 3 Staff and trade union representatives will have 30 days to review the policies/ procedures and respond to the Town Clerk;
- 4 The Town Council will collate the responses from staff and trade union representatives and present them for consideration at the next Finance and Staffing Committee meeting;
- 5 Finance and Staffing Committee will consider the staff and trade union responses, but it is not obliged to adopt them. Finance and Staffing Committee will present its recommendations to the next Council meeting and the Town Clerk will ensure that staff and the union representatives have a copy of the recommendations;
- 6 Town Council will review the recommendations from Finance and Staffing and decide on the policy/ procedure to be adopted;
- 7 The Town Clerk will ensure that all employees will be briefed and provided with access to amended policies and procedures adopted by Council'.

Status	Date approved and adopted
Approved by Full Council	26.3.18
Date of next review	26.3.19
Cross-Reference Documents	All policies and procedures relating to staffing matters