

## **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 quorum of the Committee shall be 3 members.

The Committee will report directly to Full Council and will undertake the following role and functions:

- To consider and make recommendations upon 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 Council
- Be responsible for reviewing the effectiveness of the Town Council work standards and levels of service provided, considering the need for new service, and keeping existing ones under review
- To keep under review, and update where necessary, the Town Council's policies relating to recruitment and employment

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, 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

## **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 the 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 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 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 the Selby Town Council Disciplinary Procedure.

## **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 quorum of the Committee shall be 3 members.

The Committee will report directly to Full Council and will undertake the following role and functions:

- 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

1811 Building

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 recognized 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.

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.

## **Environment Committee**

To appoint, annually, 8 members from the Council to sit on the Environment Committee, including the Mayor and Deputy Mayor.

The quorum of the Committee shall be 3 members.

The Committee will report directly to Full Council and will undertake the following role and functions:

- To agree and review strategies for achieving the Council's ambition of working towards achieving Net Zero by 2030
- To review the Biodiversity Policy
- To agree and review a Nature Recovery Plan
- To look at the Town Council's own practices in relation to Climate Change
- To promote environmental awareness within the community and work with the local community in partnerships to achieve environmental change
- To provide information through the Town Council's website, social media, and newsletter

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.

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.

## **Town Hall Management Committee**

To appoint, annually, 5 members from the Council, with the Arts Officer and the Town Clerk in attendance, to sit on the Town Hall Management Committee.

The quorum of the Committee shall be 3 Members.

The Committee will report directly to Full Council and will undertake the following role and functions:

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

To meet at least bi-annually, or as necessary, 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.

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.

## **Digital Working Group**

To appoint, annually, 4 members from the Council, and the Town Clerk to sit on the Digital Working Group meetings.

The quorum of the Working group shall be 3 Members.

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.

The working group will report directly to Full Council and will undertake the following role and functions:

- To oversee the development and improvements to the Selby Town Council website and to ensure it is up to date and accurate.
- To consider and make recommendations with regards to the Council's IT equipment.

To meet at least bi-annually, or as necessary.

To have Delegated Powers to approve expenditure up to £500. Any expenditure over this agreed amount must be considered by Full Council.

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

## **Health, Safety and Welfare Working Group**

To appoint, annually, 4 members from Council, with a Manager and staff representative, to sit on the Health, Safety and Welfare Working Group. Other members of staff will be invited to attend meetings when covering risks for their areas of work.

The quorum of the working group shall be 3 Members.

The working group will report directly to the Finance and Staffing Committee and will undertake the following functions:

- 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
- Review the inspections carried out by the appointed Health and Safety company, and report its findings to the Finance and Staffing Committee

To meet bi-annually, or as necessary, to make recommendations to the Finance and Staffing Committee.

Delegated Powers are given to the 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).

Notes to be taken and distributed with the Finance and Staffing Committee agenda papers before being agreed at the next Council meeting.

Members of the working group may vote on recommendations put to the committee

### **Markets Working Group**

To appoint, annually, 5 members from the Council, with the Markets/Events Manager in attendance, to sit on the Markets Working Group.

The quorum of the Working Group shall be 3 Members.

The working group will report directly to Full Council and will undertake the following role and functions:

- To review procedures and practice around the weekly market, the monthly Farmers/Craft market, and Bank Holiday markets
- To develop and review the special events offering
- To oversee and develop the markets held in Selby Town

To meet bi-annually, 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 working group.

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

Members of the working group may vote on recommendations put to the committee.

### **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 organization 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.

## 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 organization of Selby in Bloom, including hanging baskets, floral planters and the annual best kept garden and allotment competitions.

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

Date of Approval	18.5.26
Latest Date of Formal Review	May 27
Cross Reference Documents	<ul style="list-style-type: none"><li>• Town Council Standing Orders</li><li>• Scheme of Delegation</li></ul>