

MARKS TEY PARISH COUNCIL

Parish Hall, Old London Road, Marks Tey, CO6 1EJ

Telephone: 01206 213 250

www.marksteyparish.org.uk

Staffing & Premises Committee

Terms of Reference

Purpose of the Staffing & Premises (S&P) Committee

This committee is appointed: -

- 1) to make decisions about all staffing matters subject to expenditure limits as previously decided by the Full Council when setting the annual budget
- 2) to recommend future years staffing and premises budgets to the Council as part of the annual budget process
- 3) to make decisions about all matters concerning the development and maintenance of the Parish Halls and Recreation ground (referred to as Parish Premises) subject to expenditure limits as previously decided by the Full Council when setting the annual budget
- 4) to make recommendations in relation to the future management structure, operation, and development of Parish Premises.

It is classed as a Standing Committee as it has ongoing responsibilities.

Membership

Membership of the Committee will all be Marks Tey Parish Councillors. The Chair and Vice Chair will be agreed at the Annual Parish Council Meeting. All members shall comply with the Code of Conduct and Council's Standing Orders. The quorum for this Committee is 3.

The Committee may at its discretion invite non-Councillors to attend meetings to assist in the consideration of issues and /or provide specific subject expertise. Non-Councillors will in the first instance be approved by the Parish Council prior to invitation.

Confidentiality

When applicable, for example, in staffing issues or other sensitive issues regarding hirers, all members must preserve confidentiality of discussions held at meetings. Minutes of the meetings will be taken but will observe confidentiality requirements.

Meetings

The Committee will meet at least six times a year on a regular date to be agreed, and more often if required. All meetings by law require 3 days clear notice and are open to the public. However, due to the confidential nature of the discussions, the Committee reserves the right to close the meeting to press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. Minutes of all meetings are to be produced and submitted to Council at the next Council meeting to include any resolutions recording the exercise of the Committee's Delegated Powers. All meetings are to be held at Marks Tey Parish Hall at any time.

Delegated powers

The Committee will hold full delegated powers to deal with all issues regarding staffing, all staffing related matters, all issues regarding Parish Premises and related matters, with reports and recommendations made to the Full Council as necessary. All decisions made under the delegated discretion will be reported to Full Council at the next Full Council meeting.

The committee shall be empowered to approve expenditure in respect of the maintenance, enhancement, management, and regulation of the facilities, subject always to the following:

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- Approval of expenditure shall be subject to an overall limit or limits and the annual budget set by the Full Council.
- Irrespective of this, any single item of expenditure (including aggregated stage payments) in excess of £2,500, any project budget in excess of £2,500, or any contract, order or agreement leading to such expenditure, shall be subject to approval by Full Council unless it has already been provided for by way of an agreed maximum approved by Full Council or an overall project-specific budget or earmarked reserve approved by Full Council. Payments will be authorised and effected in compliance with Financial Regulations

The Committee shall be empowered to act on behalf of the Parish Council in respect of tenders, quotations, contracts (including contracts of employment) and appointment of contractors relating to the maintenance, enhancement, management, and regulation of the facilities, subject always to the expenditure restrictions outlined above, and to compliance with relevant Standing Orders and Financial Regulations.

The Committee shall be empowered to determine fees to be charged by the Council in respect of the hire of Council premises, and to approve amendments to the conditions of hire of Council premises and other policy documents relating to the facilities (including the Council's Health, Safety & Welfare Policy).

The Committee shall be empowered to approve risk assessments relating to the facilities.

Remit

- To establish and keep under review the staffing structure
- To draft, implement, review, monitor and revise policies for staff
- To establish and review salary pay scales for all staff and to be responsible for their administration and review
- To recommend future years staffing and establishment budgets to the Council as part of the annual budget process
- To oversee the recruitment and appointment of staff
- To arrange execution of new employment contracts and changes to contracts
- To establish and review performance management (including annual appraisals) and staff training
- To oversee any process leading to dismissal of staff (including redundancy)
- To keep under review staff working conditions, and health and safety matters
- To monitor and address regular or sustained staff absence
- To make recommendations on staffing related expenditure to the Full Council
- To consider a grievance or disciplinary matter
- To supervise and performance manage the Clerk's work, to administer their leave requests, record and monitor their absences, and handle grievance and disciplinary matters and pay disputes.
- In the event of an appeal against any decision made by the Committee, referral will be made to the procedure as outlined in the Complaints Procedure.
- To establish and keep under review the operational structure of Parish Premises overseeing the maintenance, management, regulation, security, and development of the facilities, and ensuring that they are fit for purpose, and maintained in such condition as to be safe and welcoming to visitors.

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- To develop a plan for future development of the use of Parish Premises to ensure efficient and effective use of premises, providing financial stability and a resource for Parishioners.
- To draft, implement, review, monitor and revise procedures to ensure the smooth and safe running of Parish Premises.
- To establish and keep under review processes for booking premises, including establishing and monitoring an electronic booking and monitoring process.
- To draft, implement, review, monitor and revise policies and procedures to ensure that Health and Safety legislation and guidance is implemented; and ensuring that risk assessments are in place and that they are comprehensive, fully documented, up to date and reviewed annually.
- To establish and review a rolling maintenance programme and ensuring that the condition survey in respect of the Village Hall complex is reviewed annually, and that there are no unduly outstanding items.
- To monitor income and expenditure and recommend future years Parish Premises budgets to the Council as part of the annual budget process for the following year.
- The Committee shall be responsible for monitoring work carried out by staff and contractors on or at the facilities, with a view to ensuring that standards are being maintained,
- The Committee shall explore outside funding opportunities for the improvement and development of the facilities as and when appropriate.
- The Committee shall deal with any complaints or problems relating to the facilities,
- Any other action as directed by the Full Council

Adopted 20 July 2022 Minute Ref 2022/SP004

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