

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

Management Committee

Terms of Reference

Membership

6 Members

Chair of each Committee, plus Chair of Council, plus member(s) representing minority parties.

The elected Chair of DPCC will be the Chair of the Management Committee. Should the Chair of Council also be chair of another DPCC Committee, then the Vice Chair of that Committee will sit on the Management Committee as a proxy.

Purpose of the Committee

The Management Committee is established to ensure the affairs of the Community Council are properly administered and to oversee and review all matters relating to staffing.

1. With plenary powers to consider and to make observations (if any) thereon;
2. To ensure the affairs of the Council are properly administered;
3. To establish and keep under review the staffing structure in consultation with the Finance Committee.
4. To address low-level internal complaints as referenced in the Local Resolution Protocol
5. To draft, implement, review, monitor and revise policies for staff.
6. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
7. To oversee the recruitment and appointment of staff.
8. To arrange execution of new employment contracts and changes to contracts.
9. To establish and review performance management (including annual appraisals) and staff training programme.
10. To oversee any process leading to dismissal of staff (including redundancy).
11. To keep under review staff working conditions, and health and safety matters.
12. To monitor and address regular or sustained staff absence.
13. To make recommendations on staffing related expenditure to the Finance Committee.
14. To consider any appeal against a decision in respect of pay.
15. To consider a grievance or disciplinary matter (and/or any Appeal).
16. To supervise and performance manage the Clerk's work, to administer his/her leave requests, record and monitor his/her absences and handle grievance and disciplinary matters and pay disputes.