

ST DAVIDS CITY COUNCIL

COMMITTEE MEMBERSHIP &

TERMS OF REFERENCE



- 1 FINANCE COMMITTEE**
- 2 GENERAL PURPOSES COMMITTEE**
- 3 MARKET COMMITTEE**
- 4 STAFFING COMMITTEE**

FINANCE COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the City Council.

Membership totals (6) members of the Council.

The Chairman is to be elected annually by the Committee.

No powers have been delegated by Council.

Quorum - The quorum will be constituted by (3) Committee members, of the total membership, as per Standing Order (4(d)(viii)).

Meetings - Will be held regularly throughout each year determined by finance matters to be actioned, unless otherwise agreed by the Council/Committee.

TERMS OF REFERENCE

- a) To provide a forum for in-depth treatment of all financial matters of the Council.
- b) To consider aspects of management of resources including the consideration of budget monitoring reports and the preparation of the draft annual budget.
- c) To review financial regulations and to undertake an annual risk assessment review.
- d) To submit a report with recommendations to full Council at the next monthly ordinary meeting.

GENERAL PURPOSES COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the City Council.

The Committee will consist of (4) Council members.

The Chairman is to be elected annually by the Committee.

The Council has not delegated any powers to this Committee.

Quorum - The quorum will be constituted by (3) Committee members, of the total membership, as per Standing Order (4(d)(viii)).

Meetings - Meetings will be convened as needed throughout each year determined by matters to be actioned.

TERMS OF REFERENCE

a) The Committee will consider in greater detail issues affecting any area of City Council business where the functions do not fall within the terms of reference of any other Council Committee.

b) The proceedings of the Committee to be submitted to full Council for acceptance and adoption.

MARKET COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the City Council.

Membership totals (4) members of the Council.

The Chairman is to be elected annually by the Committee.

No powers have been delegated by Council.

Quorum - The quorum will be constituted by (3) Committee members, of the total membership, as per Standing Order (4(d)(viii)).

Meetings - Will be held regularly throughout each year determined by Market matters to be actioned, unless otherwise agreed by the Council/Committee.

TERMS OF REFERENCE

To provide a forum for in-depth treatment of all Market matters of the Council.

To consider aspects of management of the Outdoor Market.

To review Market Policies and to undertake an annual risk assessment review.

St Davids Outdoor Market Policy

- a) Develop and maintain the purpose it serves as a vibrant community hub for local produce and crafts.
- b) Ensure a diverse range of locally produced items are available.
- c) Maintain the quality and standards of the market offerings.

- d) Review the policy annually to ensure its relevance and effectiveness.
- e) Consider feedback from stakeholders (stall holders, customers, and local community) during policy reviews.

Stall Holder Allocation Policy

- a) Develop and maintain a Stall Holder Allocation Policy.
- b) Review the policy annually to ensure its relevance and effectiveness.
- c) Consider feedback from stakeholders (stall holders, customers, and local community) during policy reviews.

Severe Weather Policy

- a) Review the Severe Weather Policy that outlines procedures for handling adverse weather conditions during market days.
- b) Collaborate with relevant authorities (e.g., insurance schedules, emergency services, local government) to ensure safety protocols are in place.
- c) Regularly assess and update the Severe Weather Policy as needed.

To submit a report with recommendations to full Council at the next monthly ordinary meeting.

STAFFING COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the City Council.

The Committee will consist of (6) Council members.

The Chairman is to be elected annually by the Committee.

The Chairman and Deputy Chairman of the Council serve on this Advisory Committee.

The Council has not delegated any powers to this Committee other than (e).

Quorum - The quorum will be constituted by (3) Committee members, of the total membership, as per Standing Order (4(d)(viii)).

Meetings - Meetings will be convened as needed, based on the requirement for ongoing review of Staffing Matters.

TERMS OF REFERENCE

- a) The Committee is responsible for supervising all matters related to the employment of the Council's staff.
- b) The Committee will regularly monitor and review the staffing structure, and propose any necessary changes to the City Council.
- c) The Committee will oversee a performance management policy and a pay policy, which will be subject to the City Council's approval. The Committee will also monitor and assess the effects of these policies to ensure they align with nationally agreed pay and conditions.

- d) The Committee will present reports with suggestions to the full Council.
- e. i) Managing long term sickness and incidents at work in line with the current council's Absence through Sickness Policy & Procedures.
- e. ii) Reviewing employment policies/procedures for recommendation to full council for approval.
- e. iii) Reviewing employees' pay awards and increments:

A) Contractual Pay Matters (for noting only at Full Council):

- i. National Joint Council (NJC) Annual Pay Award: The Committee notes the annual NJC pay award backdated to 1 April as a contractual entitlement under Green Book terms (Section 1.2 of employment contracts) and recommends to Full Council that this be noted and implemented immediately with arrears calculated from 1 April.
- ii. Contractual Salary Progressions for Approved Qualifications: Where an employee's contract specifies salary progression for obtaining qualifications (e.g. CiLCA), and other relevant qualifications as listed in employment contracts), and where the qualification was set as an approved performance objective by the Staffing Committee at annual appraisal, the salary progression becomes a non-discretionary contractual entitlement upon successful completion and verification (certificate receipt). Such progressions are implemented immediately upon verification and reported to Full Council for noting only (not approval).

B) Discretionary Pay Matters (requiring Staffing Committee recommendation and Full Council approval):

- i. Job evaluation reviews
- ii. Regrading requests
- iii. Discretionary salary increases outside contractual entitlements
- iv. Additional responsibility allowances
- v. Market supplement payments

Note: The distinction between contractual (automatic) and discretionary (requiring approval) pay matters is in accordance with One Voice Wales/SLCC employment law guidance and ensures legal compliance with contractual obligations.

- e. iv) Overseeing the first part of a disciplinary investigation in line with the council's disciplinary procedures which include appointing an investigator and deciding if any disciplinary action against the employee's formal grievance(s) in line with the council's grievance procedures.
- e. v) Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 2018 and the Code of Conduct by all members of the council.

e.vi) Overseeing the employee appraisal process, ensuring appraisals are conducted annually by designated line managers in accordance with ACAS guidance and approved policy. The committee receives summary reports on completion of appraisals.

Note: Individual appraisals are conducted by the employee's line manager, not by multiple committee members, or by the committee collectively.

e. vii) Reporting to full council that the appraisal process has been completed in accordance with policy. Individual appraisal outcomes remain confidential in accordance with data protection legislation, with only summary information (e.g., training budget requirements) reported to council where necessary for decision-making.

f) The Committee will consider other issues it considers pertinent to the role.