



WILSDEN PARISH COUNCIL

The Village Hall

Wilsden

Bradford BD15 0HT

West Yorkshire

www.wilsdenparishcouncil.gov.uk

Management & Strategic Policy Committee

Terms of Reference

The Wilsden Parish Council Management & Strategic Policy Committee (MSP) is appointed at the Annual Parish Council Meeting.

1. Composition

The Committee will have a membership of four, which will include the Council Chairman. A Parish Council meeting may appoint an alternate member.

2. Quorum

Three

3. Authority

The Committee is appointed by and is solely responsible to Wilsden Parish Council.

The Committee's role and functions are defined and agreed by Council who may vote, at any time, to modify the Committee's powers.

The Committee's Terms of Reference will be subject to review annually at the Full Council's Annual Meeting.

The Committee will typically meet at least five times each year in May, July, September, October and February.

4. Delegated Powers

Responsibility for the preparation and review of Contracts of Employment for all staff. This will normally be based upon the latest revision of the Model Contract as agreed between NALC and the SLCC. Should the MSP wish to use an alternative Model Contract this must be approved by Council.

5. Role

To have an overview of the Council's policies and procedures and either on its own initiative or as instructed by Council to make proposal for changes as required by law or by modifications of the Council's policies.

6. Functions

The MSP will as a minimum be responsible for completion of the following during each year:

1. Responsibility for the review of council policies and procedures taking into account any changes in legislation. Making recommendations to the annual Parish Council meeting for any necessary changes. As a minimum the MSP will carry out a full review of Standing Orders and Financial Regulations each year. Carrying out risk assessments in relation to council policies, procedures and contractual obligations and reporting results to Council.
2. Responsibility for the review of Contracts of Employment for all staff. Where necessary develop proposals to modify the Contracts of Employment for existing staff. Responsibility for recommending changes to the salary structure for any Council staff over and above

standard incremental and cost of living increases. Responsibility for the staff performance review process and the staff development process.

3. Responsibility for review the training needs for councillors and Council staff and make proposals in the annual budget to fulfil these needs.
4. Responsibility for the operation of the Council's Disciplinary and Grievance policies.