

Anston Parish Council
Terms of reference for committees.

(Membership of committees to be agreed at each annual meeting of the parish council).

Reference: issue 1, 2015.

- 1) COMMITTEE: **Staffing Committee**
- 2) POWER TO DECIDE: **Yes**
- 3) POWER TO ACT: **Yes**
- 4) POWER TO SPEND: **Yes (but only on matters directly linked to employment).**
- 5) MEMBERS: **Cllrs: CJ, ST, DT, PM, MC, CT**
- 6) QUORUM: **3**
- 7) CHAIRMAN: **Cllr Tarmey**
- 8) UNDERTAKINGS:
 - a) **To appoint staff.**
 - b) **To approve contracts of employment and associated documentation.**
 - c) **To monitor and assess employee performance.**
 - d) **To review and agree pay awards and other conditions of service.**
 - e) **To act in relation to disciplinary matters (stage 1).**
- 9) REPORTING: **To report to the Council on all aspects of the council's staffing arrangements.**
- 10) SUB COMMITTEES: **None (but can be established as the committee sees fit to assist its work)**
- 11) ACCOUNTS: **The accounts of the committee will form part of the Council's accounts and will be audited as part of the Council's accounts.**