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.