

# **Eccleshill Parish Council**

## **Terms of Reference for Committees**

Adopted April 2023

### **Council Terms of Reference for Committees**

#### **Staff and Personnel Committee**

##### **Membership**

The Committee to consist of Chairman and Vice Chairman plus two additional Councillors. There must be at least one member of each gender (where possible)

##### **Responsibilities**

- To deal with all matters relating to Staff issues
- To deal with all matters relating to Councillor behaviour
- To deal with any Staff disciplinary issues
- To undertake Staff Appraisals
- To report any recommendations to full Council

#### **Development Committee**

##### **Membership**

The Committee to consist of Chairman and up to four additional Councillors plus representatives from the parish. Ex-officio: Ward Councillor for Eccleshill.

##### **Responsibilities**

- To look at long term development within the Parish.
- To analyse National, County and District strategies and policies to ensure the Parish benefits
- To ensure the Parish has a forward development plan and this is in line with National, County and District plans and to ensure implementation
- To ensure the Parish reviews its Parish Plan on a regular basis
- To investigate the setting up of a Parish Plan Steering Group as and when the Parish Plan needs revising.