

FINANCE, ECONOMIC DEVELOPMENT & GENERAL PURPOSES COMMITTEE

- (a) The making of recommendations in respect of items (a) to (i) of the matters to be dealt with solely by the Council;
- (b) The facilitation of economic development initiatives for the benefit of the Town and the making of recommendations on all related matters and liaison as appropriate with other agencies;
- (c) Dealing with all matters relating to the day-to-day administration and good governance of the Council;
- (d) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- (e) Dealing with all matters pertaining to the Council's staffing including recruitment, performance, terms and conditions of service, and superannuation of the Council's staff, relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service;
- (f) Dealing with all aspects of the Council's Corporate Governance including the management and control of budgets for central services, administration, the Council's civic and Mayoral services and related events, corporate management, external and internal audit, performance management and democratic representation.
- (g) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the schedule above and to provide reports on the implementation of service policies;
- (h) To recommend to Council the annual budget, variations and supplementary estimates relating to budgets of the standing Committees, and any Corporate plans, strategies and policies;
- (i) To act as lead Committee in respect of any partnership initiative of a corporate nature with Cornwall Council and any other public body;
- (j) To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects;
- (k) To advise the Council in relation to matters of legislation, policy and procedure and to ensure that the Council is in full compliance with any statutory obligations at all times;

- (l) To receive Auditors' reports and to make recommendations regarding any matters arising from such reports;
- (m) To monitor the performance management of the Council the drafting of the Annual Report/ Forward Plan, the operation of service reviews and any necessary recommendations to the Council for implementation;
- (n) To approve payments of accounts in accordance with the Standing Orders, to monitor the level of Council income/expenditure compared with the Council's approved estimates and to control the management of the Council's financial resources including bank accounts and investments and to ensure that detailed reports on such are considered at each meeting of the committee.
- (o) To consider financial grants to external organisations.
- (p) To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's financial regulations with any sum greater than this requiring full Council agreement;
- (q) To ensure that the training needs of councillors and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations.
- (r) To maintain any Council archives and civic treasures.
- (s) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the approved budget schedule and to provide reports on the implementation of service policies.

APPEALS COMMITTEE

Members (5, quorum is 3): Members to be appointed at Annual Council, who are not already appointed to the Finance, Economic Development & General Purposes Committee. Chair and Vice appointed by Annual Council.

Meetings per year: arranged ad-hoc, if and when required

Key Responsibility: To act as the second stage in matters relating to disciplinary, grievance and complaints.

Delegated Authority:

- 1.To act as the second stage in grievance or disciplinary hearings.
- 2.To hear complaints from the public and external organisations regarding the Councils administration.

Staffing Committee Terms of Reference

Composition: Five elected members (voting)

Councillors appointed to the Staffing Committee must be willing to commit to undertake employment law training as soon as they are elected to the committee. The Council recognizes that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment.

Non-members: Any member of the Council is able to attend and may participate at the discretion of the Chairman, but must leave the room whenever the press and public are excluded.

There will be no public participation at the meetings of the committee

Extra Terms: A member will not be eligible for nomination to the committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Meetings: [insert number of meetings per annum or 'as required']

Quorum: Three members

The Committee is delegated the following responsibilities:

Personnel and Staffing

- To consider such matters as may be delegated by the Council from time to time
- To draft and keep under review the staffing structure of the Council and make recommendations as appropriate
- To keep under review all staff contracts of employment, terms and conditions and make recommendations to full council.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
- To undertake the recruitment of the Clerk, including making the appointment with any associated expenditure.
- To oversee the recruitment and selection process for all other staff and where required, assist the Clerk in the recruitment of new staff.
- To maintain confidentiality over all staffing matters as required under Data Protection legislation and the Code of Conduct

Performance

- To carry out staff appraisals
- To make recommendations on personnel related expenditure to the Finance Committee of the Council
- To identify training requirements through appraisal and agree staff training programmes
- To consider any matters raised under the Council's Capability Policy with delegated approval (including financial if necessary) to manage the performance issue.

Complaints

- To receive and consider any matters raised under the Council's Resolution Procedure
- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure
- To investigate and, where appropriate, appoint a panel to hear complaints made under the Council's Resolution, Grievance and Disciplinary Procedures with full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter

Matters not delegated to the Committee:

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy. In such cases the Committee will make recommendations for approval by Full Council.