

Kingsnorth Parish Council

Staffing Committee

Terms of Reference

The Committee shall consist of the following:

The Parish Council will appoint three members of the Council to the committee.

A quorum will consist of three members of the Council.

Terms of Reference

All matters relating to:

- The appointment, contract, and job description of the council employees.
- Performance review and evaluation of the role of the council employees.
- Committee to determine salary of employees providing it falls within the staffing budget set out in the Parish Council budget.
- The handling of any disciplinary or grievance issues, should they arise.
- To meet at least annually, in the autumn, to review the role of the council employees and remunerations package to establish budgetary implications for recommendation to full Council.

Most of these activities will involve the discussion of sensitive information and for that reason will not be held in public. The recommendations and outcomes will be reported to the Council at its next full meeting.

Revised July 2022