



Kingsnorth Parish Council

STAFFING COMMITTEE TERMS OF REFERENCE

Membership

Four Appointed Members from the Parish Council.

Purpose of the Committee

The staffing Committee will oversee management of matters relating to council employees in line with relevant legislation and the council's employment policies.

Aims and Objectives

- The appointment, contract, and job description of the council employees.
- Annual performance review and evaluation of the role of the council employees.
- Annual determination of employee's remuneration providing it falls within the staffing budget set out in the Parish Council budget.
- The handling of any disciplinary or grievance issues.
- To review the role of the council employees and remunerations package to establish budgetary implications for recommendation to full Council.
- To review resources to enable delivery and implementation of the Parish Council business plan.

Meeting Arrangements and Frequency

To meet at least three times a year or as and when required.

Election of the committee chair will be the first business of the committee meeting if a Chair is not already in place.

Quorum

A quorum shall be three committee members.

Other Information

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.