

Great Chart with Singleton Parish Council

Staffing Committee

Terms of Reference

The Committee shall consist of the following:

At least three members of the Council
The Chairman of the Council (*ex officio*)

A quorum will consist of two members of the Council

Terms of Reference

All matters relating to

- The appointment, contract and job description of the Clerk/RFO
- Performance review and evaluation of the role of the Clerk/RFO
- Recommendations to the full Council regarding the salary of the Clerk/RFO
- 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 Clerk/RFO and remunerations package to establish budgetary implications for recommendation to full Council and the Finance Committee

Most of these activities will involve the discussion of sensitive information and it is unlikely that meetings of the Committee will be held in public. The recommendations and outcomes will be reported to the Council at its next full meeting.