

STAFF COMMITTEE – TERMS OF REFERENCE

1. COMPOSITION

The committee was decided on at the council meeting on 8 March 2021.

The committee will compose the Chairman and the Acting Clerk / RFO.

2. MEETINGS

The Acting Clerk will convene meetings, with three days clear notice.

The committee requires both members to be present to be quorate.

Meetings will be private, with the public not invited, due to the nature of the subject under discussion. Other than these the committee will follow the same procedures as full council.

3. MANDATE

The committee is mandated to manage the process of recruiting a new Parish Clerk.

As a first step the committee is requested to:

- consider the appointment of a new Parish Clerk and the appropriate framework

- how best to conduct the recruitment process

- likely timing

- to produce drafts of the documentation required

- to produce a report on all the above for the May 2021 meeting with recommendations for council to consider and decide on

4. DELEGATED POWER

Council delegates to the Staff Committee the power to progress the recruitment process for a new Parish Clerk subject to :

- The process proceeding broadly as outlined and agreed to by council

- The terms and conditions being closely aligned to those agreed by council

- Councillors being kept closely informed of progress between meetings and consulted where appropriate

Originated	26.03.21
Amended	3.05.21
Adopted	3.05.21
Review	January 2022