

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

Personnel Committee Terms of Reference

Date approved and adopted: November 2023

Date of review: 9 May 2025

Date of review 8 December 2025 (Minute Reference 25/143)

Date of review: 8 June 2026

Date of next review: May 2027 (AMPC)

Members of a local council must understand that decisions relating to any matter to employment cannot be delegated to individual councillors, including the Chair.

Members of the Personnel Committee must have knowledge and understanding of employment and local council legislation, and effective employment practices. If members of council need support to develop their knowledge and understanding of these matters, they should attend training specific to this subject.

Membership	• A minimum of three members of council. • At least one member of council may be appointed as a substitute member.
Primary purpose	The committee will have delegated powers on management of Council employees in line with relevant legislation and the Council's policies and Standing Orders.
Meetings	At least once per civic year. Other meetings of the committee will be called as required by the Chair of the committee in consultation with the Clerk to Council. Proceedings of the committee are subject to standing orders.
Exclusion of non-members of the committee	If required, the Committee will pass resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 during consideration of items due to their confidential nature. Where this can be anticipated, it will be advertised on the agenda for the meeting.
Budget responsibility	No.
Quorum	Three committee members are required for decision making purposes. Overtime: The Chair of the Personnel Committee can approve overtime of up to 3 hours per month, if required. In the absence of the Chair of the Personnel Committee, then the two members of the Personnel Committee together can approve up to 3 hours of overtime per month. Requests for more than 3 hours will need to be approved by the Council.
Accountability	The committee will be a standing committee and report back directly to the full council.

Review arrangements	The appointment of the committee will be considered at the Annual Meeting of Parish Council which may decide to alter or dissolve the committee as required.
The committee has delegated authority to consider and act upon matters relating to role-holder recruitment and performance including:	• Recruitment, job descriptions, advertising, selection and appointment. • Confirmation in post following probationary periods. • Annual appraisals and performance reviews. • Informal and formal disciplinary procedures. • Informal and formal grievance procedures. • Management of council's staff support and appraisal policy; management of council's absence policy. • Approval of annual leave.
The committee will consider and make recommendations to the full council on:	• Any review or amendments of Terms of Reference relevant to this committee. • Staffing restructure leading to potential additional staff. • Staffing restructure in changes to employment terms and conditions including changes in working hours. • Approval of rates of pay, annual increments and pay progression.

Appendix

The key terms of employment are:

Job title:	Clerk to the council and Responsible Officer.
Salary range:	NALC LC1 SCP 7-12.
Salary on appointment:	LC1-SCP 8 during probation, increasing to LC1-SCP 9 after satisfactorily completing 6 months probationary period and subject to annual increments thereafter.
Working hours:	5.5 hours a week.
Annual leave:	Pro rate entitlement is 20 hours (plus public holidays) hours increasing to 22 hours after 5 years.
Expenses/reimbursement:	Are laid out within the employment contract.
Mileage:	Employee is responsible for providing own mode of transport. Further information within employment contract.
Home working allowance:	As office space is not provided, you are entitled to claim the flat rate of £26.00 per month through HMRC home working allowance.
Pension:	The roles remuneration is below the earning threshold for pension auto-enrolment or employer contributions. However, should this change, the parish council will ensure entitlements are met.
Commencement date:	1 September 2022