

# Toft Newton Parish Council

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## Personnel Committee – Terms of Reference

### Purpose of the Personnel Committee

The Personnel Committee is appointed annually by the full Council to deal with all staffing matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

The Personnel Committee shall be made up of a minimum of three Councillors, the quorum of the Personnel Committee shall be three.

- 1 To establish and keep under review the staffing structure in consultation with the full Council.
- 2 To draft, implement, review, monitor and revise policies for staff.
- 3 To establish and review salary pay scales for all staff, and to be responsible for their administration and review.
  - (1) The Parish Council Clerk also serves as the Responsible Financial Officer and Proper Officer. Previously agreed rates of pay for this post are:
    - (a) Unqualified rate – scp 9 £13.69 to scp 11 £14.59 (2025-26 rates).
    - (b) Qualified rate – scp 14 £15.31 to scp 17 £16.08 (2025-26 rates).
  - (2) The Playground Warden is paid between scp 2 £12.65 and scp 5 £13.26 (2025-26 rates).
- 4 To oversee the recruitment and appointment of staff, subject to ratification of appointments by full Council.
- 5 To arrange for the execution of new employment contracts, and changes to contracts.
- 6 To establish and review performance management, including annual appraisals and staff training programmes.
  - (1) The Chair of the Personnel Committee shall undertake at least annual appraisals of the Parish Council Clerk.
  - (2) The Parish Council Clerk will undertake at least annual appraisals of the Playground Warden.
- 7 To oversee any process leading to dismissal of staff, including redundancy.
- 8 To keep under review staff working conditions, and health and safety matters.
- 9 To monitor and address regular or sustained staff absence.
- 10 To make recommendations on staffing related expenditure to full Council.
- 11 To consider any appeal against a decision in respect of pay.

- 12** To consider a grievance or disciplinary matter and any appeals, making arrangements for any necessary Panels for this purpose, ensuring fairness and impartiality.
- 13** To supervise and performance manage the Parish Council Clerk's work, to administer leave requests, record and monitor absences, manage approved overtime within agreed financial constraints, and handle grievance and disciplinary matters and pay disputes.
- 14** The Personnel Committee shall, if they deem appropriate, Co-opt an Independent Person to serve on the Committee.

Appointment will be from Co-option until the next election (May 2027).

An Independent Person may serve for two terms.

- 15** The Personnel Committee shall meet at least twice per year, and at other times as required by the needs of the Committee.

Personnel Committee meetings shall be held in May, either following the completion of business of the May Parish Council Meeting or 14 days after the Annual Parish Council Meeting, where a Chair shall be elected and any Co-opted members would be appointed, and again in September or October, either as a separate meeting or following the completion of business of the September Parish Council Meeting, to review the annual appraisals and agree rates of pay as well as any policy changes or development goals.

The Proper Officer or the Personnel Committee Chair can call a meeting of the Personnel Committee at any time as required by the work of the Committee.

Any two members of the Personnel Committee can request that the Chair of the Committee or the Proper Officer call a Committee meeting within seven working days, to discuss any urgent issues.

If after seven working days, a Committee meeting has not been called, the same two members can directly call a meeting.

The Proper Officer shall issue an agenda at least three clear days prior to a Committee meeting.

- 16** Meetings of the Personnel Committee shall be recorded and minutes shared with members of the committee and other Councillors, non-confidential meeting minutes will be uploaded to the Toft Newton Parish Council website within 28 days of the meeting taking place.

A report or the minutes of the Committee meeting will be shared with the full Council at the next full Council meeting.

Agreed by the full Council on the: **5<sup>th</sup> of May 2026.**

To be reviewed each year at the May Personnel Committee Meeting.