

NORTH KELSEY PARISH COUNCIL TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE:

1. Constitution:

- 1.1 The Personnel Committee is constituted as a Committee of North Kelsey Parish Council.
- 1.2 The Committees Terms of Reference may be amended at any time by the Council.
- 1.3 The Committee may from time to time investigate, discuss or review matters outside its Terms of Reference if required to do so by the Council.

2. Authority:

- 2.1 The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2 The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chair of the Council.

3. Membership:

- 3.1 Membership shall comprise of four members.
- 3.2 The Vice-Chair is an ex-officio member of the Committee and has the right to vote.
- 3.3 Membership of the Committee is established at the annual meeting of the Council.
- 3.4 The Committee shall elect a Chair.

4. Attendance at Meetings:

- 4.1 Three members of the Committee are required to attend meeting/s for meetings to go ahead.
- 4.2 If three members of the Committee are not able to attend arranged meetings, then the meeting will be rescheduled at a date and time that is convenient for all members.
- 4.2 Members of the Council may attend, as can members of the public, but will attend as members of the public and not council members. Most meetings will go straight into closed session after which any members of the public will be asked to leave which will include council members attending as members of the public.

5. Frequency of Meetings:

- 5.1 One meeting will be held every year to review all staff contracts, job descriptions and HR policies. Otherwise, meetings will be convened as and when necessary,

e.g. to deal with appraisals, grievance or disciplinary matters, to recruit to staff vacancies; or to deal with other emerging personnel issues.

6. Confidentiality:

- 6.1 All Members shall observe the confidentiality of matters held under the North Kelsey Parish Council Communication Policy, Code of Conduct Policy, Member/Officer Protocol and GDPR Privacy Policy.

7. Responsibilities:

- 7.1 To review staffing structures and levels
- 7.2 To agree and annually review contracts of employment, job descriptions and person specifications for staff.
- 7.3 To review staff salaries and terms and conditions and make recommendations to Council.
- 7.4 To act as a recruitment/termination panel when necessary. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk/RFO post.
- 7.5 To consider all official, abusive and/or vexatious person/complaints received by the Parish Council. Where such a complaint is solely related to the behaviour of a member of staff, the Committee will refer the matter to Full Council at the next Full Council meeting for consideration in a closed meeting.
- 7.6 To act as a disciplinary panel as set out in the Council's disciplinary procedures.
- 7.7 To act as a grievance panel for grievances made by the parish clerk or any other member/s of staff.
- 7.8 To review health and safety at work for all council employees including risk assessments.
- 7.9 To review all Council policies that relate to staff employment on an annual basis.

8. Reporting Procedures:

- 8.1 The unconfirmed minutes subject to the confirmation of the Chair of the Committee shall normally be reported to the Council meeting following the Committee meeting and considered at the next Committee Meeting.
- 8.2 Where the Chair of the Committee considers this to be impractical the minutes shall be circulated to all members of the Council as soon as possible.

Date Adopted: 14th November 2023

Date Reviewed and Amended: 14th April 2026

This document is available free online at <https://north-kelsey.parish.lincolnshire.gov.uk>

In accordance with the Parish Council's Publication Scheme this document can be purchased for 10p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

North Kelsey Parish Council

Clerk: Mandy Coote

Address: 4a March Street, Kirton in Lindsey, Gainsborough, DN21 4PH

Website: <https://north-kelsey.parish.lincolnshire.gov.uk>

Mobile: 07872 863818

Email: clerk@northkelseyparishcouncil.gov.uk