

Kirkbymoorside Town Council

Information for the Staffing Committee meeting on Wednesday 11 December 2024

5. To review the Staffing Committee Terms of Reference and agree any recommendations to full Council

TERMS OF REFERENCE FOR KIRKBYMOORSIDE TOWN COUNCIL

STAFFING COMMITTEE

1. Line management of the town clerk and Assistant Town Clerk (to include appraisals; meetings from time to time to discuss workload and conditions to ensure the council is exercising a duty of care for its employee)
2. To take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
3. To consider and deal with grievance and disciplinary issues (staff related)
4. To be responsible for the development and training of staff to ensure that they have capacity to do their job
5. To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the work loads periodically and report any recommendations for change to full council.
6. To determine the pay and conditions of employment of the clerk and Assistant Town Clerk and to review and update these as necessary to comply with the law and with good practice and to recommend such review and updates to full council for adoption
7. To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
8. To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.
9. The Staffing Committee will have four members, all members of the Council.
10. The Chairman and Vice Chairman of the Town Council will be appointed as ex officio members and two other members will be appointed.
11. The quorum will be three members.
12. The Staffing Committee will review its membership annually at the Annual Meeting of the town council in May.
13. The Staffing Committee will appoint the Chairman of the Town Council as its Chairman.
14. The Staffing Committee will ratify its own minutes and then send these to Full Council for information only.
15. The Staffing Committee's minutes will be taken by a member of the Staffing Committee.
16. The Staffing Committee will follow the rules for convening its meetings as those applied to meetings of the Full Council.

7. Financial considerations

- a. **To note application of the revised NJC pay scales, backdated to 1 April 2024, pursuant to Minute 24113 of the Ordinary Town Council Meeting dated 18 November**

NALC Advice Note - Local Government Services Pay Agreement: 1 April 2024 to 31 March 2025

The Local Government Association has informed the National Association of Local Councils that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage councils and parish meetings to implement this pay award as soon as possible, where an employee(s) is engaged on NJC terms and conditions.

Backpay for employees who have left employment since 1 April 2024 - NALC recommends that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

If any YLCA member has difficulty in calculating the uplift due, the Chair can contact us for advice and assistance.

	1 April 2024		Scale ranges
SCP	£ per annum	* £ per hour	Based on SCP
28	£37,938	£19.66	LC2 (substantive benchmark range)
29	£38,626	£20.02	LC2 (above substantive benchmark range)
30	£39,513	£20.48	LC2 (above substantive benchmark range)
31	£40,476	£20.98	LC2 (above substantive benchmark range)
32	£41,511	£21.52	LC2 (above substantive benchmark range)
33	£42,708	£22.14	LC3 (below substantive range)
34	£43,693	£22.65	LC3 (below substantive range)

35	£44,711	£23.17	LC3 (below substantive range)
36	£45,718	£23.70	LC3 (below substantive range)
37	£46,731	£24.22	LC3 (substantive benchmark range)
38	£47,754	£24.75	LC3 (substantive benchmark range)
39	£48,710	£25.25	LC3 (substantive benchmark range)
40	£49,764	£25.79	LC3 (substantive benchmark range)
41	£50,788	£26.32	LC3 (substantive benchmark range)
42	£51,802	£26.85	LC3 (above substantive benchmark range)
43	£52,805	£27.37	LC3 (above substantive benchmark range)
44	£54,071	£28.03	LC3 (above substantive benchmark range)
45	£55,367	£28.70	LC3 (above substantive benchmark range)