**LONDON COLNEY PARISH COUNCIL**

**TERMS OF REFERENCE**

**HUMAN RESOURCES COMMITTEE**

**Membership of Committee**

* Four Parish Council Members of the Human Resources Committee are established at the Annual Meeting of the Parish Council including the Chair (as per Standing Orders)
* Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all recommendations to be ratified by Council.

**Frequency of Meetings**

* At least six meetings in each full municipal year.

**Decision/Delegated Powers**

* The overseeing of the conditions of service of employees of the Council and making recommendations to Council on the following matters:

a) Contracts of Employment.

b) Staffing levels.

c) Salary structures and pay.

d) Leave entitlement, including sick, maternity, and special leave.

e) Hours of work.

f) Special conditions of service that might relate to a specific post or individual.

g) Allowances, expenses and subsistence.

h) Trade Union membership.

j) Pension Arrangements.

k) Appointment of all staff except for the Clerk.

l) The internal operation of the Equal and Diversity Policy.

m) The operation of the Health and Safety Policy.

n) The operation and final arbiter, through a panel, for grievance, discipline and grading procedures and appeals.

o) Appraisals.

p) Absence Management.

q) Staffing Policies, such as family friendly policies.

r) Workforce Development Programme.

* The formulation of new Council policies relating to employment of staff and the review of any existing policies to be ratified by Council