



COLNEY HEATH PARISH COUNCIL

Alban Park Office
Windfall House, D1, The Courtyard
Alban Park, St Albans
Hertfordshire AL4 0LA

Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

CHPC HR Committee

Terms of Reference

The HR Committee will consist of 3 Councillors and be responsible for all staffing matters. It will meet a minimum of twice a year, plus as and when required to ensure that Colney Heath Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.

Membership of the HR Committee is reviewed and voted annually at the Annual Meeting of Colney Heath Parish Council.

The Council recognises it has a duty of care to its employees and the HR Committee will be responsible in particular for the following:-

To agree relevant recruitment and selection procedures

- To establish and keep under review the staffing structure in consultation with the Full Council
- To agree relevant recruitment and selection procedures
- To establish and review salary pay scales for all categories of staff and be responsible for their administration and review
- To undertake the recruitment of the Parish Clerk, RFO and be involved as necessary in the recruitment of other staff as required
- To establish and review performance management including annual appraisals and staff development arrangements
- To review, monitor and revise staff contracts, grievance and disciplinary policies and procedures periodically and at least every two years
- To review staffing levels and accommodation requirements when necessary to manage employee rights relating to leave, time off, family rights, pay and illness
- To ensure that the Clerk is supported and has everything required for managing other staff
- To make appropriate staff training provision
- To keep under review staff working conditions and health and safety matters
- To keep up to date with developments in employment law
- To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters
- To appoint a sub-committee to serve as the disciplinary or grievance panel to hear these matters as and when appropriate
- To agree the Members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision as and when appropriate
- To practice and promote fair and equal treatment of all employees of Colney Heath Parish Council throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.



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- To monitor and address regular or sustained staff absence
- To appoint a staffing sub-committee, three members to consider disciplinary or grievance matters
- To review the Clerk's annual appraisal conducted by the Chairman of HR and HR Consultant
- To review and monitor the process for annual appraisals for all employees of Colney Heath Parish Council
- To review and develop Council policies that relate to staff employment on an annual basis

All meetings of the HR Committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.

All staffing matters are to be confidential to members of the HR Committee or Appeals Panel, if appropriate.

Minutes from the HR Committee are to be noted by the Full Council for information.

Adopted by Full Council at their meeting held 19th July 2018 reference 110/18.