Stantonbury Parish Council
Stantonbury Parish Office, 126 Kingsfold
Bradville, Milton Keynes, MK13 7DX

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HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

Reporting to: Stantonbury Parish Council

Purpose of Committee:

1. To advise and make recommendation to the Parish Council on any matters relating to the employment of staff.
2. To advise and make recommendations to the Parish Council on staff objectives and staff performance appraisal outcomes.
3. To advise and make recommendations to the Parish Council on disciplinary matters.
4. To advise and make recommendations to the Parish Council on any long term illness with staff
5. To advise and make recommendations to the Parish Council on any staff training requirements.
6. To advise and make recommendations to the Parish Council on any staff role changes or promotions.
7. To advise and make recommendations to the Parish Council on staff dismissals or resignations.
8. To advise and make recommendation to the Parish Council staff salary matters.
9. To advise and make recommendation to the Parish Council on any matter related to the human resources policies and procedures of the Parish Council.
10. To advise and make recommendations to the Parish Council on temporary staff employment requirements
11. To advise and make recommendations to the Parish Council on long term staff requirements i.e. Resources and Tasks.

Delegated Authority:

1. To execute all matters related to the day to day management of staff on behalf of the Council. Not limited to, but including items 1 to 11 above.

Meetings: At least quarterly commencing May of each year and on any occasion where a meeting is necessary as a consequence of staff issues.

Membership:
5 Councillors (elected annually by Stantonbury Parish Council at the annual Meeting): For confidentiality purposes no substitution will be allowed at Human Resources committee meetings.

Quorum: 3 members

Public Participation:
Members of the public are not permitted to attend the Human resources Committee meetings.

Working Groups:
May be set up for specific time-limited tasks as required.

Terms of Reference agreed by: Stantonbury Parish Council on 7th October 2015.

Signed: **Dated:**