



NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA
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MEETING	Full Council
MEETING DATE	16 th July 2026
SUBJECT	Adoption of Terms of reference
AGENDA ITEM NO.	26/27-18c
REPORT BY	Sally Griffiths, Office Manager, Northaw and Cuffley Parish Council

Adoption of the following Terms of Reference:

i) HR/Staffing Committee:

Human Resources Committee Terms of Reference

Northaw & Cuffley Parish Council recognises that it has a duty of care to its employees.

The HR Committee will consist of 3 Councillors who are responsible for all staffing matters.

The quorum of the HR Committee will be 2 Councillors.

The Chairman of the Parish Council should not sit on this Committee but should be available if necessary, to sit on the Appeals Panel.

The HR Committee shall consist of 3 Councillors who shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as deemed appropriate.

The Committee will meet as and when required to ensure that Northaw & Cuffley Parish Council Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.

The Chairman of the HR Committee will be elected annually by the Committee at their first meeting each year.

The HR Committee will have full delegated powers 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 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 and staff development arrangements in liaison with the relevant line managers: Yearly Appraisals will be completed directly by the staff members line manager as follows:



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- o The Chairman will conduct the Appraisal of the Clerk/RFO
- o The Clerk will conduct all other Staff Appraisals

- To review the Clerk's annual appraisal
- To help the Clerk review and monitor the appraisal process for all other Council staff
- Completed Staff Appraisals are ratified by the HR Committee.
- To review, monitor and revise staff contracts, grievance and disciplinary policies and procedures periodically and at least every two years to make sure that Northaw & Cuffley Parish Council remains compliant with legislation.
- To review staffing level 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 members of staff
- To make appropriate staff training provision where necessary
- 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 agree the Members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision as and when appropriate, with up to 3 different Councillors that did not sit on the disciplinary or grievance panel, this panel of 3 Councillors must include the Chairman of the Parish Council.
- To practice and promote fair and equal treatment of all employees of Northaw & Cuffley Parish Council throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.
- To monitor and address regular or sustained staff absence
- To review and develop Council policies that relate to staff employment annually
- To monitor/review the councils main/principal contractor contracts as required.

Some content of the HR Committee will exclude the press and public, under the 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.

ii) HIGHWAYS & FOOTPATHS ADVISORY/WORKING GROUP TERMS OF REFERENCE

1. Purpose / Role of the Group:

- The aim of this committee is to advise the full Parish Council on matters related to highways.
- The role of the group includes addressing issues related to highways such as roads, footpaths, public transport, and Highways Improvement Plans for the Parish, and making recommendations to be ratified, if appropriate, by Full Council (NCPC)



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- Provide NCPC with regular reports on progress.
- The group was established by NCPC in January 2025.

2. Membership:

- The membership of the group is open to any Councillor from NCPC.
- A core group of Councillors will form the regular working group.
- There are no restrictions on numbers, The quorum of the working group shall be not less than two councillors
- The working group may invite individuals or representatives from other organisations to be involved for advice.

3. Accountability:

- The working group Chair, or any other member in their absence, is responsible for reporting back on activities of the group to the full NCPC meeting either in person or by written report.

4. Review:

- The group will review its work and the terms of reference annually at the May meeting.

5. Working Methods / Ways of Working:

- The group will select a Councillor to chair the meetings, normally in May each year or as required.
- The working group is to adopt an open and inclusive approach.
- The working group shall meet a minimum of once a year, but members of the working group can decide to hold additional meetings as required. If a meeting is not held in any one year the group will be disbanded.