



TERMS OF REFERENCE FOR WEDMORE PARISH COUNCIL'S HR COMMITTEE

MEMBERSHIP

- 4 Councillors to include the Chair or Vice Chair of the Committee.
- Chair, Vice Chair and membership of the Committee will be decided at the Parish Council Annual Meeting.

QUORUM

- A Quorum will be 3 Councillors to include Committee Chair or Vice Chair.

MEETINGS

- The Committee will meet annually to carry out the annual appraisal and objective setting for the clerk. The committee will meet as required if HR issues arise. Meetings in the Parish Rooms if this is not possible will meet via Zoom or similar.
- A member of the committee will minute all meetings and the minutes will be submitted to the Full council for adoption at the next meeting.

PURPOSE.

- The Committee is established to consider all HR matters.

POWERS AND RESPONSIBILITIES

- To carry out an annual appraisal of the Councils Clerks performance
- To review findings with the Clerk and PC Chair and set Objectives or Training needs as necessary
- To review / benchmark Clerks annual salary and recommend any increases to Full council for approval
- To meet as required and review any external complaints against the clerk or any councillor, recommending as necessary any external independent support to full council for approval. On completion of reviews to report findings to full council for action or closure.
- To implement any disciplinary action that may be required.
- To lead the Councils recruitment process
- To attend as necessary any relevant training sessions as offered by S.A.L.C. and to keep updated on relevant documentation to ensure the Committee is aware of current legislation and regulations.
- To prepare annually a budget for costs incurred, to be submitted to the Finance committee no later than the end of October.

Date of Issue 18 November 2021

Date of next review November 2023