

**Wickersley Parish Council**  
**Terms of reference for committees**  
**Reviewed by Council on 16<sup>th</sup> May 2022**  
**Next Review Date May 2023**

- 1) **COMMITTEE:** Human Resources
- 2) **POWER TO DECIDE:** Yes
- 3) **POWER TO SPEND:** Yes - within budget. (Except for approval of annual budget and spending in excess of budget, which must be authorised by full council) May be delegated to Clerk or A/Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).
- 4) **ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
- 5) **MAX. MEMBERSHIP:** 6 Councillors.
- 6) **QUORUM:** 3 Councillors.
- 7) **CHAIRPERSON:** Elected each year at the Annual Council Meeting in May. Vice Chair appointed at the first committee meeting following the Annual Council meeting
- 8) **MEETINGS/YEAR** Minimum four per year.
- 9) **REPORTING:** The Chairperson to report special items and/or recommendations to full council with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
- 10) **UNDERTAKINGS:**
- a) To recruit and appoint staff and set remuneration levels.
  - b) To review, agree and approve contracts of employment and associated documentation.
  - c) To review, agree and approve pay awards and other conditions of service.
  - d) To agree overtime requirements for all staff, which must be within budget and attributable to a committee.
  - e) To review and ensure sufficient staff to cover all necessary work, to report to full Parish Council.
  - f) To monitor and assess employee performance, including the annual appraisal of the Clerk by the Chairperson of the Committee and the Chairperson of the Council.
  - g) To set policy and act in relation to disciplinary matters – except the appeals process to be managed independently by the Vice-Chairperson of the Council.
  - h) To establish training plans and a skills audit for all councillors and staff.
  - h) To consider and report to full Council on matters relating to conduct and standards of Councillors.
  - i) To consider any item delegated by Council.