

## Batheaston Parish Council

### Minutes of a Meeting of the Human Resources (HR) Committee held at 7:15pm on Monday 4<sup>th</sup> December 2023 at the Rhymes Pavilion

**Present: Councillors: Alexis Pavlou (Chair), Peter Bryant, Sue Peachey.**

In attendance: Richard Maccabee (Clerk).

#### PROCEDURAL MATTERS

1. There was no **public participation**.
2. The committee approved **apologies for absence** from Cllr Evie Gray
3. There were no **declarations of interest from Councillors**.
4. **The committee approved** the draft minutes of the meeting of the Committee held on Tuesday 6<sup>th</sup> December 2022.
5. **The committee reviewed** the Terms of Reference for the Committee. There were no changes that it wished to recommend to Full Council.
6. **The Committee approved** the schedule for meetings in 2024 and proposed timetable for major topics to be addressed, noting that it needs to be refined as follows:
  - 6.1. A meeting will be held on 8<sup>th</sup> January
  - 6.2. The proposed meeting in October 2024 should also address the requirements for resourcing for 2025/26, to inform the preparation of the budget.

#### POLICY MATTERS

7. **Resourcing Review**
  - 7.1. The Clerk gave a verbal report outlining the staff complement and current resourcing needs.
  - 7.2. **The Committee resolved** not to recommend substantial change to Full Council at this point, pending a more detailed review in coming meetings.
8. **Employment Contracts**
  - 8.1. **The Committee received** a report from Clerk setting out the changes required to bring staff employment contracts up to date, and address existing gaps.
  - 8.2. **The Committee approved** the draft contract for the Handyman.
    - 8.2.1. The Clerk will propose this to the Handyman, with a view to adopting it.

**Clerk**
  - 8.3. **The Committee approved** the amended contract for the Parish Clerk and Responsible Finance Officer. He will sign this in a meeting with Cllr Pavlou.

**Clerk / Cllr Pavlou**
  - 8.4. The Clerk explained that only minor changes are required to the contracts for other staff, which he will discuss with them, before presenting drafts to the Committee.

## 9. HR Policies

- 9.1. The Committee deferred the item to review policies.
- 9.2. **The Committee noted** that the Finance Committee will review a proposal to update risk assessments, which will include a set of assessments relating to staff, for subsequent oversight by this Committee.

## 10. Clerk's Report

- 10.1. The Clerk gave a short verbal report.

## Confidential Items (subject to resolution to close the meeting to public)

11. **The Committee resolved** that for the following items – 12 and 13 – members of the public should be temporarily excluded from the meeting. This in to protect the personal details of Council Staff in accordance with Public Bodies (Admission to Meetings) Act, 1960.

## 12. Performance Management Matters

- 12.1. **The Committee received** a report giving an overview of performance management practice and status, and to approve actions arising.
  - 12.1.1. Cllr Pavlou will conduct the Performance review for the Clerk, seeking feedback from fellow Councillors.
  - 12.1.2. The Clerk will arrange for Performance Reviews with other staff, which will be conducted with Cllr Pavlou.

## 13. Christmas Bonus

- 13.1. The Committee approved the recommendation to Full Council for bonuses to be awarded to Council Staff for Christmas

Clerk

**The meeting closed at 8:17pm**

### **Forthcoming Meetings:**

Council Meeting, 12<sup>th</sup> December 2023  
HR Committee, 8<sup>th</sup> January 2024.

Council and Committee meetings are open to the public, and members of the public are welcome to join and may speak by invitation

Signed by Cllr Alexis Pavlou, Chair of the Committee:

Date: