

## Batheaston Parish Council

### Minutes of a Meeting of the Human Resources (HR) Committee held at 7:15pm on Monday 8th January 2024 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 Monday 4<sup>th</sup> December 2024.

#### POLICY MATTERS

##### 5. Resourcing Review

- 5.1. The Clerk outlined the current situation regarding staffing.
  - 5.1.1. He highlighted some further actions which may yield savings, some areas where staff can be better utilised to deliver services to the Council and the community, and some shortfalls in resourcing.
  - 5.1.2. The Committee asked that he progress this, and provide more detail, with some specific actions, for the next meeting.
  - 5.1.3. **The Committee resolved** that its recommendation to the Finance Committee should be that on balance the level of resourcing should remain as it currently is for 2024/25.

##### 6. Employment Contracts

- 6.1. The Clerk reported the position regarding staff contracts.
  - 6.1.1. He was pleased to report that the Handyman has agreed his contract, which is now duly signed.
  - 6.1.2. Unfortunately the model contract which has been developed jointly by sector bodies (NALC and SLCC) has just been published. He commented that he did not have a chance to review this against those agreed at the previous meeting of the Committee, so would like to defer the item to the next meeting.

## 7. HR Policies

7.1. The Clerk asked to defer this item, as he had not yet been able to find suitable models for them:

7.1.1. Defer a Draft Procedure for Annual Leave.

7.1.2. Defer a Draft Review and Appraisal Policy.

7.1.3. It was however agreed that Cllr Pavlou, as Chair of the Committee, should undertake an appraisal of the Clerk, using templates that he can source from elsewhere.

**Cllr Pavlou / Clerk**

## 8. Clerk's Report

8.1. The Clerk gave a short verbal report.

**The meeting closed at 8:09pm**

### **Forthcoming Meetings:**

Council Meeting, 16<sup>th</sup> January 2024  
HR Committee, TBC w/c 30<sup>th</sup> April 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: