

Batheaston Parish Council

Minutes of a Meeting of the Human Resources (HR) Committee held at 7:00pm on Thursday 2nd May 2024 at the Rhymes Pavilion

Present: Councillors: Alexis Pavlou (Chair of the Committee),
Evie Gray and Sue Peachey.

In attendance: Richard Maccabee (Clerk).

PROCEDURAL MATTERS

1. There was no **public participation**.
2. The committee accepted **apologies for absence** from Cllr Peter Bryant.
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 8th January 2024.

POLICY MATTERS

5. Employment Contracts

5.1. The Committee reviewed the model contract from the National Association of Local Councils with annotations and accompanying report by the Clerk. The committee agreed the following options in the model:

- 5.1.1. Under "4. DUTIES" to remove sub-bullets (i) – (iv) in the section "The Council requires the highest standards from you ..." which are superfluous.
- 5.1.2. Under "5. PLACE OF WORK" to note that the place of work is specified as "the centre of Batheaston", and that the requirement to travel is "within the UK".
- 5.1.3. Under "6. WORKING HOURS", to replace with hours per week or month, with appropriate stipulations of minimum hours on working days.
- 5.1.4. Under "8. TRAINING" to agree the insertion of a clause that staff will be paid for the time to undertake training that is required for their job.
- 5.1.5. Under "9. PAY AND BENEFITS", to agree the deletion of the paragraph about automatic annual increments within a specified range. And, to agree that all staff be paid on 26th of the month (or the latest working day before then), which is the case for 3 of the 4 staff currently.
- 5.1.6. Under "14. ABSENCE FOR SICKNESS OR INJURY, AND SICK PAY", to agree to halve the entitlement as set out in the model contract.
- 5.1.7. Under "15. PENSION" to agree the addition of a clause to allow for an employee to choose another scheme, or to opt out (to match the legislation).
- 5.1.8. The Clerk will make the above amendments and publish to the Committee.

Clerk

5.2. The Chair **deferred** the Item to approve the updated contract for the Clerk, which will follow directly from the Model as noted.

6. HR Policies

- 6.1. **The Committee received** a report from the Clerk confirming the policies in place, and the priorities for approval of any remaining policies.
- 6.2. **The Committee approved** a Draft Procedure for Annual Leave.
- 6.3. **The Committee approved** a Draft Review and Appraisal Policy.

7. Clerk's Report

- 7.1. The Committee receive a verbal report from the Clerk.

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

9. Resourcing Review

- 9.1. **The Committee received** a paper from the Clerk setting out recommendations for changes to resourcing, and the process to progress these.
- 9.2. **The Committee approved** the actions outlined in this paper.

The meeting closed at 8:12pm

Forthcoming Meetings:

Council Meeting, 14th May 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: