

Batheaston Parish Council

Minutes of a Meeting of the Human Resources (HR) Committee held at 7:00pm on Tuesday 21st January 2025

at the Rhymes Pavilion, Coalpit Road, BA1 7NW

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

In attendance: Richard Maccabee (Clerk).

PROCEDURAL MATTERS

1. There was **no public participation**.
2. The **Committee received** apologies for absence from Cllr 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 2nd May 2024.

POLICY MATTERS

5. Resourcing Review

- 5.1. The **Committee noted that the review** outlining the current resource in place, and options to provide more support to manage and deliver projects **was included in the paper for Item 7**.

6. 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.

7. Options for reconfiguration of staff roles

- 7.1. The **Committee approved** a paper setting out recommendations for changes to staffing roles, for recommendation to Council.

- 7.2. Cllr Pavlou to brief the Finance Cttee on the financial impact of the proposals with a view to asking Council to approve the recommendation at its next meeting.

8. The **Committee noted** that the Clerk had not been able to present more policies for approval.

- 8.1. He will circulate a draft Health and Safety Policy – to included Lone Working – as soon as possible, with a view to it being approved at the next meeting of the Committee.

Clerk

9. Clerk's Report

9.1. The Committee received a report from the Clerk.

- 9.1.1. He commented that as agreed, the Clerk's contract was updated to use the model contract from the National Association of Local Councils on 16th October 2024 and will be used as the basis for new contracts.

Meeting closed at 7:59

Forthcoming Meetings:

Council Meeting, 11th February 2025

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:

DRAFT UNAPPROVED