

HR Committee Meeting on 13 September 2023, 7pm at the Parish Council office at 6a Back Street.

Present: Councillors Chris Button, Ian Duffy, Graham Lee and Norton Mahy.

All meetings of the HR committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters will be confidential to members of the HR Committee or any Appeals Panel, if appropriate. Minutes of the HR Committee will be presented to the Full Council for information.

Minutes

- 1 **Item 1: Appointments to the committee.** Councillor Lee unanimously accepted as chair of HR committee. Councillor David Sims is agreed as temporarily co-opted to the HR committee to ensure Quorum on all matters.
- 2 **Item 2: Apologies for absence.** None.
- 3 **Item 3: Interests.** Councillors Lee and Mahy declare interests on item 9 and will withdraw.
- 4 **Item 4. Minutes.** Councillor Duffy will take and distribute minutes following the meeting.
- 5 **Item 5: Previous Minutes:** Councillors Duffy, Button and Sims confirm the minutes from "Extraordinary council meeting 26 July 2023";
- 6 **Item 6: Terms of Reference.** All agree with no amendments (as agreed at the September 2023 Parish Council Meeting.)
- 7 **Item 7: To agree a revised contract of employment for the acting clerk.** Agreed: sign off contract we have at hand for the two months. Then create new rolling contract to include the key phrase "*Terminated by one months notice either side*". Clerk to draft, Councillor Lee to sign. Working hours are same as previous. (22 hours per week)
- 8 **Item 8: To review Clerk / Deputy Clerk job specifications.**
 - All agreed on using the job spec as proposed by Councillor Lee.
 - Proposed places to explore advertising: Ashwell Hub, email to Ashwell Mailing List, Royston Crow and a job site (such as Indeed or Reed)
 - Councillor Lee to finalize specification and circulate.
 - Applications to be passed to the Clerk who will create a list of known interest.
 - Look into HAPTC? (Sue Cambell). LCC. Local Council Consultancy.co.uk
 - Cllr Sims to send info on one lead to Clerk so we can add to the list.

9 Item 9: To agree the handling of the complaint against the Clerk.

- To note: Councillors Lee / Mahy left the room. Councillor Button to chair this item
- All parties confirm they have read and reviewed all documents/details from the complainant.
- Agreed next steps: Councillor Button to explore if any third party is willing to rule on the complaint (Speak to Sue Cambell at HAPTC).
- Once we have this advice, we will communicate further with both the Complainant and Complainee including allowing both parties to make oral statements.

10 Item 10: To agree updated contracts of employment for the Environmental Cleansing Officer and the Grounds Officer.

- These contracts only need revising for salary changes. All agreed and happy with this.

11 Item 11: To agree procedures for annual staff appraisals.

- Annual appraisals required for all employees. All agreed should be conducted before end of financial year. November latest so this can feed into budget before January.
- All agreed that we should draft an appraisal process/template if it doesn't already exist. Councillor Lee to check on this.

Date of issue: 1st October 2023. Councillor Ian Duffy