Batheaston Parish Council

Minutes of a Meeting of the
Human Resources (HR) Committee of Batheaston Parish Council
held at 7:15pm on Tuesday 5th July 2022, at the Rhymes Pavilion.

Present: Councillors Alexis Pavlou (Chair of Council),
Peter Bryant, Catherine McCarthy.

In attendance: Richard Maccabee (Clerk).

PROCEDURAL MATTERS

1. There was no **public participation.**

2. No **apologies for absence** were received**.**

2.1. It was noted that the Committee only has three members, which means that a meeting cannot be held if any member is absent. It was suggested that Council be asked to nominate an additional member.

Clerk

3. There were **no declarations of interest** from Councillors.

4. Welcome

4.1. Cllr Pavlou, chair of the Committee, welcomed Councillors to the meeting, and set the context and objectives of the meeting, based on the Terms of Reference approved by Council at its meeting, 17/8/21.

4.2. The Committee approved a schedule of meetings presented by the Clerk, asking that the frequency be reviewed after the January 2023 meeting, with a view to moving to quarterly meetings.

Clerk

5. Pension payments

5.1. The Committee received a report from the Clerk regarding payments to be made to the Clerk and Handyman, including back-pay.

5.1.1. The Committee noted that payments were a legislative requirement of the workplace pension scheme.

5.2. **The Committee approved** payments to be made.

5.2.1. It was noted that the Handyman should be consulted on his wishes regarding the payments. The Clerk requested that the Chair of the Committee join him in discussing this with the Handyman.

Clerk / Cllr Pavlou

DRAFT UNAPPROVED

6. Contract update

6.1. The Committee received a report from the Clerk regarding the contracts currently in place for staff and areas of variance from national standards.

6.1.1. Members discussed the sick leave provisions in the standard contracts, which are potentially onerous for the Council. They asked the Clerk to confirm that these are adopted in other Councils.

Clerk

6.2. **The Committee approved** the proposal that draft new contracts to be discussed with staff, for subsequent adoption.

7. Clerk Training

7.1. **The Committee approved** an allocation of time for the Clerk to undergo the Certificate in Local Council Administration (CiLCA) over the next year.

7.1.1. Members noted that it is essential that the Clerk undertakes this training, which will greatly benefit the Council.

8. Clerk's Report

2.1. The Committee received a report from the Clerk.

2.2. **The Committee approved** a proposed work plan relating to HR management

The meeting closed at 8:24pm

Forthcoming Meetings:

Council Meeting, 19th July 2022
HR Committee, 6th September 2022
Council Meeting, 20th September 2022

Council 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:

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