



**A Meeting of Batheaston Parish Council Human Resources Committee
is to be held at 7:15pm on Tuesday 5th July 2022**

This meeting will be held at the Rhymes Pavilion, Coalpit Road, BA1 7NW

AGENDA AND NOTICE OF MEETING

PROCEDURAL MATTERS

- 1. Public participation** regarding matters on the agenda.
- 2. To receive** apologies for absence.
- 3. To receive** any declarations of interest from Councillors.
- 4. Welcome**
 - 4.1.** Cllr Pavlou, chair of the Committee to 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.** To approve a schedule of meetings (Clerk, A)
- 5. Pension payments**
 - 5.1. To receive** a report from the Clerk regarding payments to be made to the Clerk and Handyman, including back-pay. (Clerk, A)
 - 5.2. To approve** payments to be made.
- 6. Contract update**
 - 6.1.** To receive a report from the Clerk regarding the contracts currently in place for staff and areas of variance from national standards.
 - 6.2.** To approve draft new contracts to be discussed with staff, for subsequent adoption.
- 7. Clerk Training**
 - 7.1.** To approve an allocation of time for the Clerk to undergo the Certificate in Local Council Administration (CiLCA) over the next year.

8. Clerk's Report

- 8.1. **To receive** a report from the Clerk, including the following specific items.
(Clerk, A)
- 8.2. **To approve** a proposed work plan relating to HR management, which will address the following (amongst other matters):
- 8.2.1. Policies and procedures; adoption of policies covering:
- Review and Appraisal process
 - Disciplinary Matters
 - Grievance
 - Leave
 - Whistle-blowing
 - Payment of overtime and out-of-hours working
- 8.2.2. Holiday booking
- 8.2.3. Review of staffing complement, including of staff grades.

Forthcoming Meetings:

Council Meeting, 19th July 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: -



Parish Clerk

Date issued: 30th June 2022