



**A Meeting of Batheaston Parish Council Human Resources Committee  
is to be held at 7:15pm on Monday 4<sup>th</sup> December 2023**

**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. **To approve** the draft minutes of the meeting of the Committee held on Tuesday 6<sup>th</sup> December 2022. (Clerk, A)
5. **To review** the Terms of Reference for the Committee and **to recommend** any changes to Full Council Meeting.
6. **To approve** a schedule for meetings in 2024 and proposed timetable for major topics to be addressed. (Clerk, A)

**POLICY MATTERS**

**7. Resourcing Review**

- 7.1. **To receive** a paper from the Clerk setting out current situation, and some questions for consideration (Clerk, A)
- 7.2. **To approve** recommendations for action, including for any change that has financial impact to seek approval from Full Council.

**8. Employment Contracts**

- 8.1. **To receive** a report from Clerk setting out the changes required. (Clerk, A)
- 8.2. **To approve** a new draft contract for the Handyman. (Clerk, A)
- 8.3. **To approve** updates to the other 3 staff contracts. (Clerk, A)

**9. HR Policies**

- 9.1. **To receive** a report from Clerk confirming the policies in place, and the priorities for approval of any remaining policies. (Clerk, A)
- 9.2. **To note** that the Finance Committee will review a proposal to update risk assessments, which will include a set of assessments relating to staff, for subsequent oversight by this Committee.

## **10. Clerk's Report**

**10.1. To receive** a report from the Clerk. (Clerk, A)

### **Confidential Items (subject to resolution to close the meeting to public)**

**11. To resolve** that for the following items – 12 and 13 – members of the public should be temporarily excluded from the meeting. This in to protect the personal details of Council Staff in accordance with Public Bodies (Admission to Meetings) Act, 1960.

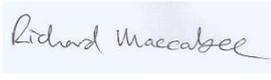
## **12. Performance Management Matters**

**12.1. To receive** a report giving an overview of performance management practice and status, and to approve actions arising. (Clerk, A)

## **13. Christmas Bonus**

**13.1.** To approve a recommendation to Full Council for bonuses to be awarded to Council Staff for Christmas (Clerk, A)

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: 29<sup>th</sup> November 2023