



**A Meeting of Batheaston Parish Council Human Resources Committee  
is to be held at 7:00pm on Thursday 2<sup>nd</sup> May 2024**

**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 Monday 8<sup>th</sup> January 2024. (Clerk, A)

**POLICY MATTERS**

**5. Employment Contracts**

- 5.1. **To review** the model contract from the National Association of Local Councils with annotations and accompanying report by the Clerk (Clerk, A)
- 5.2. **To approve** an updated contract for the Clerk (Clerk A,)

**6. HR Policies**

- 6.1. **To receive** a report from Clerk confirming the policies in place, and the priorities for approval of any remaining policies. (Clerk, A)
- 6.2. **To approve** a Draft Procedure for Annual Leave. (Clerk, A)
- 6.3. **To approve** a Draft Review and Appraisal Policy. (Clerk, A)

**7. Clerk's Report**

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

8. **To resolve** 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.

**9. Resourcing Review**

- 9.1. **To receive** a paper from the Clerk setting out recommendations for changes to resourcing, and the process to progress these. (Clerk, A)
- 9.2. **To approve** the actions outlined in this paper.

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: 28<sup>th</sup> April 2024