

Councillors Cole, Collins, Dykstra, England, Gifford, Land, Parker, Sproats, Wilcox and Withams of

WARBOYS PARISH COUNCIL

ARE SUMMONED TO THE NEXT EMPLOYEES, RESOURCES & EMPLOYMENT MEETING

To be held on Monday 24th June 2024 at 8.30p.m.

At Warboys Parish Centre Hall, High Street, Warboys PE28 2TA

Signature Mrs J Drummond **18th June 2024**

Parish Clerk to Warboys Parish Council

The Public and Press are cordially invited to attend.

AGENDA

ERE 1/24 WELCOME

ERE 2/24 APOLOGIES FOR ABSENCE

ERE 3/24 MEMBERS INTERESTS

To receive declarations from Members as to disclosable pecuniary and non-statutory disclosable interests and the nature of those interests in relation to any agenda item. (See note below)

ALL Dispensations are to be made before the start of the meeting.

ERE 4/24 OPEN FORUM

Open Forum of ten minutes duration for members of the public to address Councillors. If no members of the public are present the meeting will continue.

At the close of this agenda item members of the public will no longer be permitted to address the Council.

ERE 5/24 RENAME GROUP TO HUMAN RESOURCES (HR) COMMITTEE

To consider and approve renaming the group to Human Resources Committee.

ERE 6/24 COMMITTEE TERMS OF REFERENCE

To review and confirm the committee terms of reference.

ERE 7/24 MOTION TO EXCLUDE PUBLIC AND PRESS

Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

ERE 8/24 MEMBER PACK OF JOB DESCRIPTIONS

To note receipt of current staff job descriptions and approve content.

ERE 9/24 QUARTERLY REVIEW OF HANDYMEN HOURS

Introduce a quarterly report on Handymen hours against completed tasks and activities. Format to be approved and confirmed at the meeting.

ERE 10/24 QUARTERLY REVIEW OF SALARIES

To review current salary processes to move from a monthly payment to salaried monthly.

ERE 11/24 STAFF ANNUAL LEAVE APPROVAL PROCESS

To consider whether the Council are happy to continue with a self-managed annual leave policy or if they would like to issue approval for staff holiday moving forward.

ERE 12/24 NOTICES AND MATTERS FOR THE NEXT AGENDA

For members of the Council to raise any matters to be included in the next agenda.

MEETING CLOSED

(Note:

Members are reminded of the need to declare any disclosable pecuniary or non-statutory disclosable interests in any item appearing on the agenda or to be discussed at the meeting and to give the reason for the disclosure. Disclosure should be made at the commencement of the meeting or otherwise as soon as the interest becomes apparent

A Member who declares a disclosable pecuniary interest that has not been registered with Huntingdonshire District Council must register that interest with that authority within 28 days of the meeting.

A Member who has declared a disclosable pecuniary or non-statutory disclosable interest must leave the room when the item is being discussed, unless a dispensation has been granted by the Council. Applications for a dispensation using the approved form must be submitted to the Clerk prior to the commencement of the meeting for items appearing on the agenda or, in the event of an additional item, prior to that item being discussed.

Failure to comply with the legislation in relation to disclosable pecuniary interests is a criminal offence, subject to a maximum fine of £5,000 and/or disqualification from being a councillor for up to 5 years.