

WARBOYS PARISH COUNCIL

ARE SUMMONED TO THE NEXT HUMAN RESOURCES MEETING

To be held on Thursday 24th March 2025 at 7.30p.m.

At Warboys Library, High Street, Warboys PE28 2TA

Signature Mrs J Drummond **18th March 2025**

Parish Clerk to Warboys Parish Council

This meeting shall be closed under the Public Bodies (Admission to Meetings) Act 1960 S1(2). A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

AGENDA

HR 01/25 WELCOME

HR 02/25 APOLOGIES FOR ABSENCE

HR 03/25 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.

HR 04/25 MINUTES OF 28th NOVEMBER 2024

To confirm the Minutes of the meeting of the Human Resources Committee held on 28th November 2024 (Copy attached)

HR 05/25 QUARTERLY REVIEW OF HANDYMEN HOURS

Review quarterly report on Handymen hours against completed tasks and activities.

HR 06/25 QUARTERLY REVIEW OF SALARIES

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

HR 07/25 ESTABLISHING A STAFFING RESTRUCTURE SUB-COMMITTEE

To approve and establish a Staffing Restructure Sub-Committee to oversee policy and processes relating to meeting changing parish needs.

HR 08/25 POLICY AND PROCEDURE REVIEW

To review and approve the following employment policies;

- a) Diversity, equity and inclusion policy
- b) Anti-harassment and bullying policy
- c) Disciplinary and capability procedure
- d) Grievance procedure
- e) Health and safety policy

HR 09/24 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.