

WARBOYS PARISH COUNCIL

Minutes of a meeting of the **Human Resources Committee** held on 24th June 2024 at the Parish Centre, Warboys.

PRESENT WERE

Cllr J Cole
Cllr R Dykstra
Cllr D England
Cllr D Fabb
Cllr L Gifford

Cllr J Land (Vice Chair)
Cllr J Parker
Cllr C Sproats
Cllr S Withams (Chair)
Cllr A Wyatt

Mrs J Drummond – Senior Clerk
Mrs E Coverdale – Clerk

Meeting commenced at 8.34 p.m

ERE 1/24 WELCOME

The Chair opened the meeting.

ERE 2/24 APOLOGIES FOR ABSENCE

Apologies were unanimously accepted from;
Cllr M Collins - Personal
Cllr S Wilcox – Personal

ERE 3/24 MEMBERS' INTERESTS

None

ERE 4/24 OPEN FORUM

As no members of the public in attendance it was **RESOLVED** to continue the meeting.

Additionally, it was unanimously **RESOLVED** to close the HR Committee meetings to public moving forward due to the confidential nature of the items discussed.

ERE 5/24 RENAME GROUP TO HUMAN RESOURCES

It was proposed by Cllr Parker, seconded by Cllr Land and unanimously **RESOLVED** by all members present to rename the committee to the Human Resources Committee.

ERE 6/24 COMMITTEE TERMS OF REFERENCE

It was unanimously **RESOLVED** by all committee members present to adopt the Human Resources Committee Terms of Reference for 2024-25 and they all signed the document.

WARBOYS PARISH COUNCIL

ERE 7/24 EXCLUSION OF PUBLIC

It was therefore unanimously:- **RESOLVED** that the public be excluded from the meeting under the section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

The meeting was closed to the public at 8.38p.m.

ERE 8/24 MEMBER PACK OF JOB DESCRIPTIONS

Committee members each received a job description pack of all current job descriptions for council staff for their reference.

ERE 9/24 QUARTERLY REVIEW OF HANDYMEN SALARIES

Members noted a spreadsheet highlighting the handymen's hours across all areas in the Parish, which would be provided to them quarterly.

ERE 10/24 QUARTERLY REVIEW OF SALARIES

The Sen. Clerk provided members with a spreadsheet of the council staff's hours, advising that the parish centre Cleaner was not included as her salary was included in the centre's expenditure.

Members also noted that there were no salary increases for 2024-25.

ERE 11/24 STAFF ANNUAL LEAVE APPROVAL PROCESS

It was unanimously **RESOLVED** for the Staff to manually approve holiday between themselves, with consultation of the Chair.

ERE 12/24 NOTICES AND MATTERS FOR THE NEXT AGENDA

- Staff Competency/Appraisals
- Input/Invite Handymen and Cleaners
- Training of Staff
- Employment policies

There being no further business, the meeting was declared closed at 9.04 p.m.

The next meeting of the Human Resources Committee will be held on 23rd September 2024.

Chairman.

Date