

WARBOYS PARISH COUNCIL

Minutes of a meeting of the **Human Resources Committee** held on 28th November 2024 at the Warboys Library, Warboys.

IN ATTENDANCE

1 Member of public

PRESENT WERE

Cllr R Dykstra

Cllr D England

Cllr L Gifford

Cllr J Land (Vice Chair)

Cllr C Sproats

Cllr S Wilcox

Cllr S Withams (Chair)

Mrs J Drummond – Senior Clerk

Mrs E Coverdale – Clerk

This meeting was 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.

Meeting commenced at 8.40 p.m

HR 9/24 WELCOME

The Chair opened the meeting.

HR 10/24 APOLOGIES FOR ABSENCE

Apologies were not received, and not accepted from;

Cllr M Collins

HR 11/24 CO-OPTION

M Booker was invited by the Chair to read out a statement on his co-option as having extensive experience in Human Resources.

Following discussions, it was unanimously **RESOLVED** to approve the co-option of Michael Booker onto the Human Resources Committee to support employment policy implementation.

He was then invited join members with a seat at the table.

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HR 12/24 MEMBERS' INTERESTS

None

HR 13/24 MINUTES OF 23rd SEPTEMBER 2024

It was proposed by Cllr J Land, seconded by Cllr R Dykstra and **RESOLVED** by all Members present, the Minutes of the meeting held on 23rd September 2024 be signed as a correct record by the Chairman.

HR 14/24 QUARTERLY REVIEW OF HANDYMEN SALARIES

Members noted receipt of the quarterly spreadsheet highlighting the handymen's hours across all areas in the Parish.

The Clerk informed them of an increase in recorded hours at the Parish Centre due to tasks such as clearing out the centre before demolition and sorting the sheds.

It was discussed whether outsourcing some verge, hedge cutting, and grass maintenance would be more cost-effective. However, it was noted that outsourcing would result in higher costs, with rates estimated at £20 per hour compared to the current approximate £12.50 per hour.

HR 15/24 QUARTERLY REVIEW OF SALARIES

Members were provided with a confidential salary document outlining current and forecasted salary expenditures.

It was noted that the forecast did not include redundancy costs for the cleaner position. The current salary line stands at £67,455.52, with £78,000 budgeted for salaries. However, this figure is expected to be exceeded due to increases in salaries in line with government guidance.

The Council has transitioned to outsourced payroll services, ensuring all pension requirements for staff are legally compliant.

Regarding future employment terms, it was advised that compatibility with salaried roles could be addressed in April. However, it was suggested to delay formal changes to terms and conditions until appropriate consultations are held.

It was proposed by Cllr England, seconded by Cllr Land, and unanimously **RESOLVED in principle** to proceed with the restructuring of roles, with all jobs transitioning to salaried positions, subject to consultation aligned with the opening of the new community centre.

HR 16/24 POLICY AND PROCEDURE REVIEW

- a) Consultation Period Approval

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- Members were advised that it was not required to consult with staff on proposed employment policy changes as they are non-contractual policies.
- b) Identified Gaps in Policies and Procedures
- A number of required essential policies were highlighted such as grievance, competency frameworks and absence, which the clerks would work on in conjunction with Cllr S Wilcox and co-optee M Booker.
 - Members were reminded that they cannot be issuing orders to any staff, they must come through the Council as a whole or the Clerks to avoid any potential employment issues.
 - Three smaller working groups to address urgent concerns should they come up were established;
Grievance – HR representative Cllr S Wilcox or M Booker and Cllr J Land
Disciplinary – HR representative Cllr S Wilcox & M Booker
Capability – Line manager and HR representative Cllr S Wilcox or M Booker

HR 17/24 NOTICES AND MATTERS FOR THE NEXT AGENDA

Update to terms of reference to reflect changes.

There being no further business, the meeting was declared closed at 9.49 p.m.

The next meeting of the Human Resources Committee will be held on 24th March 2025.

Chairman.

Date