

Please note these are notes of the meeting until confirmed as a correct record by the Parish Council

**Minutes of the Meeting of the Human Resources (HR) Committee held on 26<sup>th</sup> February 2024 at 7.00 pm at the Parish Rooms Hundleby.**

**Present:** Cllr Natalie Tilsley (Chair)

Cllr Jenny Caitlin Cllr Ruth Berkin Cllr Lynette Corten-Miller Cllr Philip Maddison

Also Present: Mr Joseph Roberts (Parish Clerk)

**9. Apologies**

None received

**10. Declarations of Interest under the Localism Act 2011**

None received

**11. Review and approve the minutes from the previous HR Committee held of 16<sup>th</sup> August 2023.**

It was **RESOLVED** to accept the minutes from previous HR Committee held on 16<sup>th</sup> August 2023.

**12. To review the committee roles and responsibilities.**

It was **RESOLVED** to request a sub-committee to define what the roles and responsibilities of the HR committee are.

**13. Review which policies HR is responsible for.**

It was **RESOLVED** to review the review dates of all the policies and request the Clerk to produce a timetable which would show review dates. The timetable will then come to the next HR Committee for approval. It was recommended that the policy time table and all polices sit with Full Council.

**14. Agree a date and what documents are to be used and communication for annual appraisal review with the cleaner.**

It was **RESOLVED** to recommend that Full Council approve the new Cleaner Contract Agreement.

**15. Discuss duties of the cleaner, training needs and what supporting documentation is required.**

It was **RESOLVED** that duties and training needs will be listed within the new Cleaner Contract Agreement, which will be approved by Full Council.

**16. Discuss and agree on an interim discussion with the clerk to check on how they are finding the role, any support or additional training needed.**

It was **RESOLVED** to meet with the Clerk on the 18<sup>th</sup> March 2024.

**17. To consider how to implement Oct 23 minutes 83 ref audit, review and production of HPC policies.**

It was **RESOLVED** this motion was decide by a resolution to Agenda Item 4.

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**18. Consider creating and maintaining a schedule of policy due review dates and timetabling them into the HPC year referring to Policy Audit Nov 23 minute 99.**

It was **RESOLVED** this motion as decided by a resolution to Agenda Item 4.

**19. To consider a Councillor Working Day Development session to action the Towards a Parish Plan discussion paper of Nov 23 minute 99.**

Following a discussion, it was **RESOLVED** there were no recommendations to go to Full Council.

**20. To consider how to ensure supporting documents are published on our website.**

It was **RESOLVED** the committee were pleased with how supporting documentation is showing on the Council website following work from the clerk to improve documents showing on the website.

**21. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:**

It was **RESOLVED** to move to a closed session.

**22. To discuss Job roles, descriptions and pay grades are current for those paid by HPC**

It was **RESOLVED** the committee would consider pay grades and pay increases for a future meeting.

The Chair closed the meeting at 8:45pm