

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 21st August 2023 at 7.05 pm at the Parish Rooms Hundleby.

Present: Cllr Natalie Tilsley (Chair)

Cllr Jenny Caitlin Cllr Lynette Corten-Miller

Also Present: Mrs Yvonne Smith (Locum Parish Clerk)

Absent – Cllr Cherry Morgan

1. Apologies

None received

2. Declarations of Interest under the Localism Act 2011

None received

3. Appointment of Chair

Cllr Tilsley was appointed as Chair

4. Review of the Terms of Reference (TOR) for the HR Committee

The TORs were reviewed in full and amendments made as necessary to ensure that they were robust and fit for purpose.

It was **RESOLVED** to change the committee name to Human Resources Committee.

5. Programme of Training and Training Needs Analysis for the Councillors

The Clerk produced a training sheet for use in the Training Needs Analysis programme and also a list of training which was provided by Lincolnshire Association of Local Councils. The Members supported the suggestion and agreed that this should be brought to the next Full Council Meeting.

ACTION- Training Needs Analysis to be an agenda item at the next Full Council Meeting.

6. Review of the Clerk's Contract of Employment.

The Clerk had provided the National Association of Local Council's Model Contract. She explained that this was widely used by Councils and covered the necessary requirements.

Some amendments were made to the contract to make it suitable for a small parish with the Clerk working from home.

ACTION – Clerk to notify the Insurance Company that they would be working from home.

ACTION - Clerk to make the discussed amendments to the contract.

7. Working and Training Hours for the Replacement Clerk

It was agreed that the replacement Clerk would receive 2 hours training per week and that the starting hourly pay would be spine point 5 on the NALC rates of pay.

8. Closed Session Under the Public Bodies(Admission to Meetings) Act 1960

It was **RESOLVED** to move to Closed Session due to the confidential nature of the business

The Chair closed the meeting at 9.00pm