

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL
HUMAN RESOURCES COMMITTEE
HELD AT LANSDOWNE HALL, DERRY HILL
MONDAY 20th SEPTEMBER 2021

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

Ioan Rees	P	Keith Robbins	P	Sue Deedigan	P
Lucy Campbell Rogers	A	David Songhurst	P		

1 Election of a Committee Chairman

David Songhurst was proposed as committee chair,
The proposal was voted on unanimously

2 Apologies

Cllr Campbell Rogers was absent from the meeting, her apologies were noted and agreed.

3 Public participation/ Correspondence

3.1 Public participation

There were no members of public at the meeting.

4. Declarations of Interest

There were no declarations of interest declared.

5. Minutes

Recommendation: That the Committee approve the Minutes of the meeting held on 14th April 2021 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.

Cllr Rees and Robbins as the only two Cllrs who were present at the previous meeting agreed that the minutes were a true and fair reflection of the meeting held on 14th April 2021.

6. Approval of the Terms Of Reference

Recommendation; that the committee approve the terms of reference circulated.

It was discussed that the HR policies need updating to reflect the correct legislation. Cllr Songhurst agreed to take on the task of reviewing and updating the documents where required.

Action; Clerk to send Cllr Songhurst the relevant documents for review.

**Proposal to approve documents subject to updating all relevant legislation.
The proposal was unanimously approved.**

7. Clerks Annual Appraisal

Recommendation that the Committee approve two Cllrs to conduct the annual appraisal when due.

Cllrs discussed the right number of people to conduct the annual appraisal, It was decided that the annual appraisal required should only be carried out by one person, however the HR committee could all have a role in setting targets and identifying achievements prior to the appraisal.

**Proposal that the Chair of the council conduct the annual appraisal when required.
The proposal was unanimously approved.**

8. Annual leave Entitlement

To discuss and confirm the annual leave entitlement of the Clerk.

Discussion regarding the leave entitlement being presented in hours as opposed to days.

Proposal to follow the SLCC calculator to identify the correct number of hours leave, all leave requests to be passed by chair for agreement,

The proposal was unanimously approved

9. Confirm date of leave year

To confirm the date that the Clerks leave year begins

The Clerk requested to start leave year date from date of employment 22nd June 2021 rather than the start of the financial year.

Proposal to start leave year on 22nd June 2021

The proposal was unanimously approved.

10. Confidential Session - Chairman

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

No public in attendance

11. Review of Probationary Period for the New Clerk

The committee to discuss the review of the probationary period.

The Cllrs discussed the performance of the Clerk during the probationary period.

Proposal to not extend the probationary period so the probationary period ends on 22nd September.

The proposal was unanimously approved.

Other business;

The new HR committee had a discussion about the policies that are in place.

Action; Clerk to explore the policies that we have as a council and share model policies with the HR committee.

The meeting closed at 20.34