

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 26th June 2023

CALNE WITHOUT COUNCILLOR ATTENDANCE

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

Ioan Rees	P	Keith Robbins	P	John Barnes	P
Philippa Todd	A	Pauline Crane	P	Sue Deedigan	P

Minutes

9/23 To elect a chairman to the committee

Cllr Crane was nominated and seconded to be Chairman of the Human Resources Committee.

It was unanimously resolved to elect Cllr Crane to be chairman to the Human resources committee.

10/23 Apologies

To receive apologies.

Cllr Todd sent apologies,

It was unanimously resolved to accept the apologies from Cllr Todd.

11/23 Public participation/ Correspondence

11.1/23 Public participation

Opportunity for members of the public to address the Committee.

11.2/23 Correspondence

For the Clerk to report any correspondence not circulated.

There were no members of public present or correspondence to circulate.

12/23. Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

There were no declarations made.

13/23. Chairman Announcements

There were no Chairman announcements

14/23. Minutes

Recommendation: That the Committee approve the [Minutes](#) of the meeting held on 16th May 2022 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.

It was unanimously resolved to approve the minutes from 16th May 2022 as a true and fair reflection of the meeting.

15/23. Review of Terms of Reference

Recommendation that the Committee review the [Terms of Reference](#) and identify any changes required.

It was unanimously resolved to agree the Terms of Reference with the Clerk to make some cosmetic changes only.

16/23. 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. By nature of the confidential nature of the items of business to be transacted.

It was unanimously resolved to go into confidential session

17/23 Appoint committee member to record staff holidays and absence

The committee TOR require a committee member to be appointed to record staff holidays and absence.

It was unanimously resolved that a named councillor was nominated to record staff holidays

18/23 Appoint committee member to complete staff appraisal

The TOR require a committee member to be appointed to complete the staff appraisal

It was unanimously resolved that a named councillor was nominated to complete the staff appraisal.

19/23 Review of work hours

To consider the attached report and complete the annual review of the Clerks works hours

It was unanimously resolved there was no requirement to change the Clerks contracted hours and for the Clerk to continue to work on the current flexible basis.

20/23 Review training needs

To identify the training needs for the Clerk and Councillors. The Strategic plan states HR Committee will Produce, and update, the training needs for the Clerk and each councillor annually.

The committee had a discussion about how best to identify the training needs for the Clerks and Councillors.

21/23 Review of Clerks Grading

Complete the annual Formal review of Clerks Grading. Report attached for info.

The committee completed the annual formal review of the Clerks Grading.

The changes to the Clerks grading were unanimously resolved.

The meeting closed at 20.52

DRAFT