

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL HUMAN RESOURCES
COMMITTEE
HELD AT LANSDOWNE HALL, DERRY HILL
MONDAY 3rd June 2024

CALNE WITHOUT COUNCILLOR ATTENDANCE

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

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

22/24/HR To elect a chairman to the committee

Cllr Crane nominated to continue as chair of the committee.

It was unanimously resolved to elect Cllr Pauline Crane to chairman of the HR committee.

23/24/HR Apologies

To receive apologies.

It was unanimously resolved to accept the apologies from Cllr Ioan Rees.

24/24/HR Public participation/ Correspondence

24.1/24/HR Public participation

Opportunity for members of the public to address the Committee.

24.2/24/HR Correspondence

For the Clerk to report any correspondence not circulated.

There were no members of the public present and no correspondence to report.

25/24/HR. 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.

26/24/HR. Chairman Announcements

No announcements.

27/24/HR. Minutes

Recommendation: That the Committee approve the [Minutes](#) of the meeting held on 27th June 2023 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 27th June 2023 as a true and fair reflection of the meeting.

28/24/HR. Review of Terms of Reference

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

There were no changes identified.

It was unanimously resolved to readopt the terms of reference as existing.

29/24/HR. Plans for inducting/onboarding new councillors 2025

To discuss initial plans for May 2025.

There was a discussion about tasks required to ensure a swift 'onboarding' process following the next local elections, it was noted that IT tasks would need completing (setting up emails) and training needed to be arranged asap. The clerk noted that she would be liaising with WALC regarding the plans they have in place for training following the elections.

It was identified that a hard copy welcome pack with policies, procedures and useful information (including the good councillors guide) be produced for all councillors elected in May 2025.

It was unanimously resolved to request a £200 budget to full council for the associated costs of creating a welcome/induction pack for all councillors.

30/24/HR. 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 closed session.

31/24/HR. 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 and absence.

32/24/HR. 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.

33/24/HR. Review of work hours

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

Recommendation; Committee acknowledge report and maintain the clerks working hours as existing.

It was unanimously resolved to maintain the clerks working hours as existing and for the clerk to continue to work on the current flexible basis.

34/24/HR. Review of training policy and 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.

It was unanimously resolved to approve the Training policy approved as amended and take to full council for approval.

35/24/HR. Update to Committee on Clerks training progress.

Clerk to provide a verbal update on the progress through the CILCA qualification.

The clerk provided a verbal update.

36/24/HR. Review of Clerks Grading

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

It was unanimously resolved to increase the clerks grading from 1st July 2024.

The meeting closed at 20.39