



MINUTES OF THE EMPLOYMENT COMMITTEE MEETING

HELD ON 23rd MAY 2023 AT 4PM
AT THE PARISH COUNCIL OFFICES

Chairman - Cllr Reynolds

Minute Taker - Cllr Revell

Present - Cllr Day, Cllr Revell, Cllr Reynolds, Cllr Wait

By invitation - Cllr Nicholas, Cllr West

Election of a Chairman

Cllr Wait proposed the motion, Cllr Day seconded the motion and Cllr Reynolds was elected as Chairman for the Employment Committee

Election of Vice Chairman

Cllr Reynolds proposed the motion, Cllr Day seconded the motion and Cllr Wait was elected Vice Chairman of the Employment Committee

1. To consider and agree to update the Terms of Reference from 4 to 5 members

Cllr Reynolds proposed the motion, Cllr Wait seconded the motion and the terms of reference was updated from 4 to 5 members. Cllr Nicholas was invited to join the committee as a member.

2. Declarations of interest and requests for dispensation.

None

3. Minutes of Previous Meetings.

The minutes from the previous meeting were not available at this time - this will be looked into.

4. Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow members of the Public and Councillors with prejudicial interests to speak.

Note only items on this agenda are to be discussed, for any other item please contact the Clerk in writing for submission at a future meeting.

No members of the public were present at this meeting

5. Exclusion of the Press and Public

To resolve under the Public Bodies (admissions to Meetings Act 1960) that the Press and Public be excluded due to items pertaining to employment

The committee agreed to exclude the Press and the Public from the meeting, No members of the Press and Public were in attendance

6. To consider and agree Employment issues

The following items were considered under delegated powers and the Employment Committee Terms of Reference. *Item 6 “One meeting will be held every year to review all staff contracts and job descriptions and associated HR policies. Otherwise, meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.”*

6.1 To consider and agree items pertaining to the Clerk

The Employment committee considered the information presented to them and agreed to pass the information on to the HR specialist

6.2 To consider and agree the recommendations from Work Nest

The Employment committee considered the information received from Work Nest and agreed to follow their recommendations

6.3 To consider and agree any further action

The Employment committee agreed that Cllr Day and Cllr Nicholas would carry out the next steps with the HR consultant

7. Any Other Business

None

8. The date of the next Employment Committee

To be arranged