



Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Friday 12th January 2024 at 10.30am

Attendees:

Balderton Parish Councillors: Jane Buxton, Martyn Cox, Mandie Elson (Chair), Roy Fairbairn and Jean Hall

Staff: Marion Fox Goddard (Parish Clerk)

1. Election of a chair for the personnel and policy committee

It was unanimously agreed that Councillor Elson should be chair for this committee.

2. Apologies for absence – None

3. Declarations of interest – None

4. Resolution to close the meeting to the public

5. Staff reporting structure

It was unanimously agreed that the proposed line management structure should be recommended to full council and, once agreed, job descriptions should be updated to reflect this.

6. Documentation

a. **Sickness Absence Policy** – It was unanimously agreed that the proposed document should be recommended to full council with the following amendment:

i. 7.1 – Requests for time off for medical appointments must be sent in writing (email/letter) to the parish clerk in advance of the appointment. Decisions on requests will be to the clerk's discretion.

b. **Appraisal forms** – It was unanimously agreed to recommend the proposed documentation to full council with no amendments.

7. Staff sickness

An overview of sickness data was provided to members. Following a member request, going forward this will note if employees have moved to Statutory Sick Pay which is dependent on the number of years' service of employees.

8. Update on human resources management, policies, and procedures

The clerk updated the committee and shared a quote for a human resources support package. It was unanimously agreed to recommend to full council the procurement of a 5-year HR support contract including legal and online training. Should full council agree, the clerk will negotiate on the training costs.

The clerk left the meeting before item 9 was considered.

9. Clerk's 13 week review

Councillors Elson and Buxton had conducted the review with the clerk and made recommendations to the committee members. The committee unanimously agreed with the recommendations, and this will be taken to full council for a final decision.