



Dear Councillors Buxton, Cox, Elson, Fairbairn, Hall, Moore and Sellars

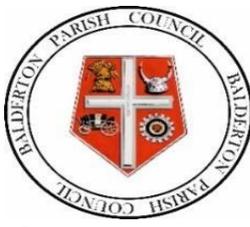
You are summoned to attend the next meeting of the **Personnel and Policy Committee** to be held on **Monday 18th March 2024, commencing at 3.30pm**. This meeting will be held in the small hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings.

Marion Fox Goddard, Balderton Parish Clerk, Tuesday 12th March 2024

AGENDA

10. To receive apologies for absence.
11. Declarations of interest.
12. To approve the meeting for the last personnel committee meeting held on January 12th, 2024
13. To resolve to close the meeting for discussion of exempt items 14 -17 (Personnel).
14. To receive an update on the introduction of Worknest.
15. To receive an update on staff sickness.
16. To consider how to proceed regarding staff cover.
17. To consider clerk's overtime and holiday entitlement.



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.