



**Minutes of the HR Committee meeting of Bearsted Parish Council held at the Parish Office, Madginford Hall, Egremont Road on Monday 12<sup>th</sup> September at 9.30am.**

Present:	Cllr Graeme Hannington
	Cllr Suzanne Camp
	Cllr Sandra Knatchbull

Also, in attendance was Clerk Erin Sugden.

**There were no reports from the members of the public**

**1. Declarations of intention to record.**

None.

**2. Apologies and absences**

Apologies were received and accepted from Cllr Martin Broughton.

**3. Declaration of Interests, Dispensations, Predetermination or Lobbying**

None.

**4. To appoint Chairman and Vice-Chairman**

Cllr Hannington proposed Cllr Sandra Knatchbull as Chairman which was resolved with all in favour.

Cllr Hannington proposed Cllr Suzanne Camp as Vice-Chairman which was resolved with all in favour.

**5. Signing of the Minutes of the last meeting**

The minutes of 20 July 2022 were agreed as a true record and duly signed.

**6. To resolve to go into closed session and to exclude the press and public at item 7 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of staff salaries/employment contract and Code of Conduct.**

**7. Closed Session**

a) To consider the cost of a review of staff salaries.

A number of consultants had been contacted for options to review the status of the council in relation to the 'LC' rating of the council to help ensure that staff were on the right salary point in line with the NALC guidance.

It was proposed by Cllr Hannington to appoint the Local Council Consulting (LCC) at a cost of £837.50 which was resolved with all in favour.

The Clerk will contact LCC to start the review.

**ACTION: CLERK**

b) To review the suggestions for the internal audit.

It was suggested within the Internal Auditors report that the council should consider an increase from 3% to 5% pension contributions to employees. The committee felt that the review should take place before this should be considered.

- c) To consider employment contracts.  
 The committee is aware that the new Administration Officer commenced their employment on the 6th of September 2022 and that a Written Statement of Employment Particulars needs to be issued. The committee agreed that the review should be completed to ensure that a fair salary is offered before the document is finalised.  
 The Clerk suggested that new contracts might benefit from clauses explaining any interests an employee would need to declare but the committee felt this should be detailed in a separate policy that would be devised.
- d) To consider the conclusion of a code of conduct: At the time of the meeting, the committee was not aware of the conclusion of the Code of Conduct submitted at the beginning of the year.
- e) Administrators Appraisal: The committee reviewed the Administrator’s 6-month appraisal and supported their concerns and their objectives for the next 6-12-month period.
- f) Clerk’s Appraisal: The Clerk reminded the committee that their appraisal was due. Cllr Hannington will forward to Cllr Knatchbull and Camp the previous appraisal for them to be able to complete this process.

**ACTION: CLLR HANNINGTON**

With no further business to transact, the meeting closed at 10.50hrs

**Signed..... Date.....**