



Minutes of the HR Committee meeting of Bearsted Parish Council held at the Parish Office, Madginford Hall, Egremont Road on Monday 3rd October 2022 at 12noon.

Present:	Cllr Sandra Knatchbull
	Cllr Suzanne Camp
	Cllr Martin Broughton

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 Graeme Hannington.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

4. Signing of the Minutes of the last meeting

The minutes of 12 September 2022 were agreed as a true record and duly signed.

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

6. Closed Session

- a) To consider the conclusion of a code of conduct: It was reported that MBC had sent a decision notice in reference to the Code of Conduct complaint which found that Cllr Richard Ash had breached the code in the way of bullying on one account. The decision notice recommended that the parties involved should attend mediation. The committee felt that protective measures should be put in place to further protect staff as Cllr Ash continues to breach the protective measures already in place. It was proposed for Cllr Knatchbull to seek guidance from KALC about ways the council could protect staff members which was resolved with all in favour.

ACTION: CLLR KNATCHBULL

- b) To review any findings of the staff review: The Local Council Consultancy has arranged to interview all members of staff on 4th October and will compile a report soon.
- c) To consider employment contracts: Due to the delay in reviewing the council's staff pay scale it was proposed by Cllr Knatchbull that an addition is inserted into the Administration Officer's new contract to allow for a change in salary should the review recommend it. This was resolved with all in favour.

- d) To consider the additional hours worked by staff and how this can be compensated: As the Parish staff have been operating with 10 hours unallocated for a number of months it was proposed by Cllr Broughton to pay the Administration Officer for the additional hours that were worked in the months of August and September which equates to £241.51. This was resolved with all in favour.
- e) To consider the need for a Site Officer: The Clerk explained that a number of tasks are not being completed by councillors and that further tasks are legally required to be carried out. It was proposed by Cllr Broughton that the Clerk put together a Job Description to be presented to the Full Council with was resolved with all in favour.

ACTION: CLERK

- f) To consider the Informal Complaint raised in September 2022: A member of staff had raised an informal grievance about a non-elected member of the Project A Working Group. Cllr Knatchbull proposed that Cllr Broughton arranges to meet with the non-elected working group member to explain the council's Harassment, Bullying, Abuse and Intimidation Policy which is in place to protect employees at their place of work. She also proposed that the non-elected member should not be permitted to attend a Project A Working Group meeting until Cllr Broughton had met with them. This was resolved with all in favour.
- g) Clerk's Appraisal: The appraisal has been set for the 7th November 2022.

With no further business to transact, the meeting closed at 14.05hrs

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