



**Minutes of the HR Committee meeting of Bearsted Parish Council held at the Parish Office, Madginford Hall, Egremont Road on Thursday 3<sup>rd</sup> November 2022 at 7.30pm.**

Present:	Cllr Sandra Knatchbull
	Cllr Suzanne Camp
	Cllr Martin Broughton
	Cllr Graeme Hannington

Also, in attendance were Clerk Erin Sugden and one member of the public.

A member of the public spoke about the draft minutes of the previous HR meeting.

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

The Clerk declared the meeting would be recorded for minuting purposes.

**2. Apologies and absences**

None.

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

None.

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

The minutes of 3<sup>rd</sup> October 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.**

Cllr Broughton proposed to go into a closed session which was resolved with all in favour.

The Clerk asked the committee if she should leave the meeting. Cllr Hannington proposed that the Clerk remain present at the meeting in their role as the Proper Officer which was resolved with all in favour.

**6. Closed Session**

a) To consider the conclusion of a code of conduct:

It was suggested by the investigating independent person that there is a gap in the Code of Conduct adopted by BPC. They suggested some amendments which Cllr Broughton will look at introducing into the current Code of Conduct and then recommend to the Full Council.

**ACTION: CLLR BROUGHTON**

Cllr Knatchbull proposed to contact the KALC HR representative to seek guidance. If KALC does not have an HR representative a professional HR organisation will be contacted. A budget of £750 was put forward for any service required. This was resolved with all in favour.

**ACTION: CLLR KNATCHBULL**

Cllr Hannington proposed that the council's insurance company be contacted and informed of the current situation. This was resolved with all in favour.

**ACTION: CLLR HANNINGTON**

b) To review any findings of the staff review:

The committee will recommend to the Full Council the results of the report and that the highest SCP level is paid to staff from the earliest date.

Cllr Broughton proposed for new contracts will be written for staff to include the recommendations of the report. This was resolved with all in favour.

The HR committee will request that the financial contractor calculate any hours that have been underpaid.

c) To consider the need for a Site Officer: Deferred to the next meeting.

With no further business to transact, the meeting closed at 21.35hrs

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