



**Minutes of the HR Committee meeting of Bearsted Parish Council held at the Parish Office, Madginford Hall, Egremont Road on Wednesday 25<sup>th</sup> January 2023 at 4pm.**

Present:	Cllr Graeme Hannington
	Cllr Clive English
	Cllr Denis Spooner
	Cllr David Hall

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

None.

**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> November 2022 were agreed and duly signed.

**5. 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 return to work policy.**

**6. Election of Chairperson and Vice Chairperson**

Councillor Graeme Hannington was elected as Chairperson and Cllr Clive English as Vice Chairperson.

**7. Close Session**

- a. The Committee considered and agreed appropriate remuneration for the Administrators additional hours worked.

The Committee considered and agreed the Administrators to be paid for untaken holiday hours.

The Committee agreed to the Administrators carrying over the equivalent of one week's hours as holiday to the next financial year.

- b. It was resolved to request Full Council to approve the employment of Worknest Consultancy as our professional HR Partner in scoping the Office job descriptions and grading.

- c. It was resolved that as the HR Committee has outlined the definition of Parish Council roles and responsibilities, this would be circulated to all Councillors for return by 3<sup>rd</sup> February 2023. This will be considered by the Full Council on 14<sup>th</sup> February 2023

With no further business to transact, the meeting closed at 17.30

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