

MUDFORD PARISH COUNCIL

Clerk: Julie Ferguson

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Minutes of a Meeting of Mudford Parish Council Human Resources (HR) Committee held on Tuesday 23rd January 2024 at 09:30hrs

Present: Cllr David Brown, Cllr Jo Dalton-Leggett, Kay Mackenzie, Phil Sargent

In attendance: Julie Ferguson - Parish Clerk

09:30 – Meeting opened

23/14 To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1)).

None.

23/15 Declarations of interests. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

None.

23/8 To approve and sign as a correct record the minutes of the previous meeting (LGA 1972 sch 12, para 41(1)).

RESOLVED: To approve the minutes of the meeting held on 10th Oct 2023.

23/9 Exempt Session – Exclusion of the Press & Public.

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED: To exclude any members of the public (none present).

23/10 To review progress on implementing policies and processes agreed at the previous meeting

- To agree an expenses policy – a draft had been provided by the clerk to the committee for agreement.
- To agree a sickness policy – the clerk had not been able to find a sickness policy to date.
- To include the PC pension payments as part of the reported combined salary and expenses payment. – Done.
- To agree a dedicated HR Committee Cllr to sign off the CONFIDENTIAL clerks payslip, showing the breakdown of salary, HMRC, contractual expenses and allowances and PC pension contribution prior to seeking PC authorisation to pay at a PC meeting – Cllr Dalton-Leggett had been signing off the clerks payslip.
- To agree a dedicated Cllr to check the payments have been set up correctly at the bank prior to seeking PC authorisation to pay at a PC meeting – Cllr Blackwood had agreed to carry out this duty.
- All Cllrs to attend Code of Conduct training – recent training had been postponed by SALC, so this would be re-arranged.
- 1 after-meeting training session had been held and it was felt that it had been a positive experience. It was agreed to continue these sessions after each PC meeting.

23/11 To agree staff appraisal process and format, to include timescales.

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A template downloaded from the SLCC website had been worked through and it was provisionally agreed for it to be taken forward for the clerk complete as far as possible and submit to the appraisal process. It was further agreed that the appraisal needed to be completed for report at the May PC meeting (Confidentially).

ACTION: Clerk

23/13 Date of next meeting – TBA

12:30 – Meeting closed