

## **Brixworth Parish Council**

Councillors are hereby summoned to attend the Personnel Committee meeting to be held on Thursday 14th March 2024 at 6.30pm

The Meeting will be held in the Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Please inform the Clerk of your apologies in writing, should you be unable to attend.

Email: parish.clerk@brixworthparishcouncil.gov.uk

Signed: Mavel

Josie Flavell - Proper Officer/Clerk

#### The press and public are also invited to attend

Please note that this is a public meeting, and you may be filmed, recorded and/or published.

# **AGENDA**

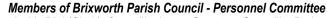
## **PART ONE - OPENING PROCEDURES**

23/0059	Welcome by Chairman	JB
23/0060	Apologies for absence and acceptance of apologies for absence To consider and accept any apologies reported.	-
23/0061	Declarations of Interest  a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	-
23/0062	Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chair approving the Personnel Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on the 21st September 2023.	Paper A Paper C1
23/0063	Public Open Forum Session  a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Personnel Committee via the Chairman. Each will be allowed three (3) minutes to address the Personnel Committee via the Chairman. This open session is limited to 15 minutes.	
	b) Although the Personnel Committee will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.	-
	c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.	

#### **PART TWO - FOR DECISION**

23/0064	Training and Development Plan/Policy	
	To review and approve the Training and Development policy.	Paper B





Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Gary Spratt and Councillor Christine Ware.







	PART THREE – FOR INFORMATION	
23/0065	Admin Support Probation To receive an update on the Admin Assistant's probationary period.	JF
23/0066	HMRC National Insurance Changes To receive an update concerning changes to employee's N.I. from the 6th of April 2024.	JF
23/0067	New and Revised Employment Laws  To receive and NOTE the list of changes for the following relevant areas of employment law:  Calculation of holiday pay for part time or irregular workers  Paternity Leave (Amendment) Regs. 2024  Carers Leave Act 2023  Protection from Redundancy (Pregnancy and Leave) Act 2023  Employment Relations (Flexible Working) Act 2023  Worker Protection (Amendment of Equality Act 2010) Act 2023  Workers (Predictable Terms and Conditions) Act 2023  Neonatal Care (Leave and Pay) Act 2023  Changes to Model Employment Contracts	JF

# PART FOUR - CONFIDENTIAL MATTERS

23/0068	EXCLUSION OF THE PRESS AND PUBLIC	
	RESOLVE to consider the exclusion of the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of	
	commercial and personal confidentiality (Papers for Members only), due it being prejudicial to	ALL
	public interest by reason of the confidential nature of the business to be transacted.	
	The Press and Public will be requested to leave the meeting.	

# **PART FIVE - CONFIDENTIAL MATTERS**

23/0069	Formal Complaints To receive complaints and consider appropriate action.	JF
23/0070	2024 National Pay Award  To NOTE that the unions current position with regards to the 2024 pay awards.	JF

The Press and Public to be invited back into the meeting.

## **PART SIX - CLOSING PROCEDURES**

23/0071	Next Personnel Meeting	
	a. To consider any items for inclusion on the next meeting agenda.	ALL
	b. To NOTE the date of the next scheduled Personnel Committee Meeting as 18th April 2024.	





ARMED FORCES
COVENANT