




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: .....

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 21 st 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
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Members of Brixworth Parish Council - Personnel Committee

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

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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 6 th 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: <ul style="list-style-type: none"> ▪ 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 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.	ALL
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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. b. To NOTE the date of the next scheduled Personnel Committee Meeting as 18 th April 2024.	ALL
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