



## Brixworth Parish Council Minutes of the Personnel Committee Meeting

Thursday 14<sup>th</sup> March 2024 at 6.30pm

Community Centre & Library, Spratton Road, Brixworth NN6 9DS

**In Attendance:** Cllr Bird (Chairman), Cllr Ware and Cllr Lunnon

**Parish Clerk:** Josie Flavell

**Members of Public:** No members of the public

### MINUTES

#### PART ONE – OPENING PROCEDURES

23/0059	<b>Welcome by Chairman</b>	Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures.
23/0060	<b>Apologies for absence and acceptance of apologies for absence</b>	Apologies were received and accepted from the following council members: <ul style="list-style-type: none"> <li>▪ Cllr Compton</li> <li>▪ Cllr Spratt</li> </ul>
23/0061	<b>Declarations of Interest</b>	<p>a) There were no declarations of any disclosable pecuniary or other interests reported.</p> <p>b) There were no dispensations or written requests for dispensation of DPI to consider.</p>
23/0062	<b>Agree and Sign the Minutes of Previous Meeting</b>	All present RESOLVED to the Chair, Cllr Jackie Bird, approving the Personnel Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on the 21 <sup>st</sup> September 2023. Prop. Cllr Ware. / Sec. Cllr. Bird. 2 In favour with 1 Abstention.
23/0063	<b>Public Open Forum Session</b>	There were no members of public in attendance.

#### PART TWO – FOR DECISION

23/0064	<b>Training and Development Plan/Policy</b> All present reviewed the Training and Development policy and agreed subject to the following changes, for this to be put to council for approval at its March meeting: <ul style="list-style-type: none"> <li>▪ Remove the paragraph failure to attend the training without adequate reason, as this is covered within other employment policies.</li> <li>▪ Amend the wording under the training category elective/optional to show that training requests may still be reviewed that are not role specific for their current role but may be practical and useful for a future role with council.</li> </ul>	<b>ALL</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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	<ul style="list-style-type: none"> <li>Remove the amount an employee has to pay back should they leave within a certain timeframe after the professional qualification has been paid for by council and instead, include a sliding scale i.e. 1 year pay back 75%, 2 years 50% and 3 years nil.</li> </ul> <p><b>NB:</b> All present urged the Clerk to book her HR training course to receive the government subsidies before it is too late.</p>	
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**PART THREE – FOR INFORMATION**

<b>23/0065</b>	<p><b>Admin Support Probation</b></p> <p>The Clerk reported that the Admin Support Assistant has passed her probationary period, and another appraisal is due soon.</p>	<b>JF</b>
<b>23/0066</b>	<p><b>HMRC National Insurance Changes</b></p> <p>It was reported that the employee's N.I. will reduce by 2% from the 6<sup>th</sup> of April 2024. The Clerk agreed to check if there will be any reduction for employers.</p>	<b>JF</b>
<b>23/0067</b>	<p><b>New and Revised Employment Laws</b></p> <p>All present received and NOTED the list of changes for the following relevant areas of employment law:</p> <ul style="list-style-type: none"> <li>Calculation of holiday pay for part time or irregular workers</li> <li>Paternity Leave (Amendment) Regs. 2024</li> <li>Carers Leave Act 2023</li> <li>Protection from Redundancy (Pregnancy and Leave) Act 2023</li> <li>Employment Relations (Flexible Working) Act 2023</li> <li>Worker Protection (Amendment of Equality Act 2010) Act 2023</li> <li>Workers (Predictable Terms and Conditions) Act 2023</li> <li>Neonatal Care (Leave and Pay) Act 2023</li> <li>Changes to Model Employment Contracts</li> </ul>	-

**PART FOUR – CONFIDENTIAL MATTERS**

<b>23/0068</b>	<p align="center"><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>All present RESOLVED to exclude 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.</p> <p align="center">There were no Press and Public to ask to leave the meeting.</p>	-
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**PART FIVE – CONFIDENTIAL MATTERS**

<b>23/0069</b>	<p><b>Formal Complaints</b></p> <p>All complaints were received by those present.</p>	-
<b>23/0070</b>	<p><b>2024 National Pay Award</b></p> <p>All present NOTED the unions current position of a 10% increase with regards to the 2024 pay awards. The Clerk reported that an agreement will probably not be reached until later in the year.</p>	-

There were no Press and Public to invite back into the meeting.

**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 SIX – CLOSING PROCEDURES**

<b>23/0071</b>	<b>Next Personnel Meeting</b> a. There were not items reported for inclusion on the next meeting agenda. b. All present NOTED the date of the next scheduled Personnel Committee Meeting as 18 <sup>th</sup> April 2024.	-
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**NB:** It was unanimously agreed that the Chair, Cllr Jackie Bird, is to ask Cllr Alan Aisbett if he would like to join the Personnel Committee and if so, for this to be approved at Council at its March meeting.

*In the absence of further business, the meeting closed at 19:00pm*

**Signed as a true and accurate record:**

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Cllr Jackie Bird - Chair  
**Brixworth Parish Council**  
Date: 18th April 2024

**Minutes Prepared by:**  
Josie Flavell – Parish Clerk  
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**Members of Brixworth Parish Council - Personnel Committee**  
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