

# Brixworth Parish Council Minutes of the Personnel Committee Meeting

Thursday 14th 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

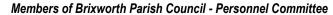
## **MINUTES**

PART ONE – OPENING PROCEDURES		
23/0059	Welcome by Chairman Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures.	
23/0060	Apologies for absence and acceptance of apologies for absence  Apologies were received and accepted from the following council members:  Cllr Compton  Cllr Spratt	
23/0061	Declarations of Interest  a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider.	
23/0062	Agree and Sign the Minutes of Previous Meeting 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 21st September 2023.  Prop. Cllr Ware. / Sec. Cllr. Bird. 2 In favour with 1 Abstention.	
23/0063	Public Open Forum Session There were no members of public in attendance.	

### PART TWO – FOR DECISION

23/0064	Training and Development Plan/Policy 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:  Remove the paragraph failure to attend the training without adequate reason, as this is covered within other employment policies.	ALL
	<ul> <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>	





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









■ 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.

**NB:** All present urged the Clerk to book her HR training course to receive the government subsidies before it is too late.

	PART THREE – FOR INFORMATION		
23/0065	Admin Support Probation The Clerk reported that the Admin Support Assistant has passed her probationary period, and another appraisal is due soon.	JF	
23/0066	HMRC National Insurance Changes 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.	JF	
23/0067	New and Revised Employment Laws  All present received and NOTED 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	-	

#### **PART FOUR - CONFIDENTIAL MATTERS**

23/0068	EXCLUSION OF THE PRESS AND PUBLIC	
	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.	-
	There were no Press and Public to ask to leave the meeting.	

#### PART FIVE - CONFIDENTIAL MATTERS

23/0069	Formal Complaints All complaints were received by those present.	-
23/0070	2024 National Pay Award 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.	-

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



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











#### **PART SIX – CLOSING PROCEDURES**

23/0071	Next Personnel Meeting	
	<ul> <li>a. There were not items reported for inclusion on the next meeting agenda.</li> <li>b. All present NOTED the date of the next scheduled Personnel Committee Meeting as 18th April 2024.</li> </ul>	-

**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:

Minutes Prepared by:

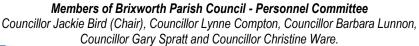
Josie Flavell – Parish Clerk

Brixworth Parish Council

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Brixworth Parish Council
Date: 18th April 2024









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