

Minutes of a meeting of the HR Committee,
of Bingham Town Council, held in the Council Chamber at The Old Court House,
Church Street, Bingham on Tuesday 22 February 2022 at 7.15pm

PRESENT:

Councillors: J Lewis, G Williams, P Moskwa, R Bird, W Stapleton and T Wallace.

Members of the Public: Cllr F Purdue-Horan

Officer: J Riddle (Town Clerk)

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE

All Councillors were present and it was noted that Cllr Stapleton was attending as a voting member as a vacancy on the committee exists.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES

The minutes of the meeting held on 30 November 2021, Folios 9856 to 9857, were taken as read, approved and were signed by the Chair as a correct record.

4. HR AND HEALTH & SAFETY CONSULTANCY QUOTES

The committee considered four quotes and compared them in terms of providing advice in writing, response times, insurance, term of contract and cost. It was agreed to

RECOMMEND: to accept the quotation from Crona for a 3 year term at a cost of £231 per month, plus £19.30 per month for a cemetery site visit and £13.75 per month for a fire risk assessment.

5. UPDATE ON OUTSTANDING DECISIONS AND FURTHER ACTIONS

The committee noted the outstanding actions and that updates for some items were on the agenda.

6. UPDATE ON LOCUM SUPPORT AND FURTHER ACTIONS

The Clerk updated that the locum support had been welcomed and projects were already benefitting from the extra input.

7. STAFF HANDBOOK UPDATE

The Clerk updated the committee that a draft of the staff handbook was expected in the coming weeks.

8. **CONFIDENTIAL BUSINESS**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING
RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”

- Confidential Notes from the meeting held on 30 November 2021

The notes of the meeting were approved.

- Vacancies

RECOMMEND: that a Full Time Senior Administrator role be advertised at a salary scale range of LC1 above substantive to LC2 below substantive.

- Staff Matters

RECOMMEND: that the bereavement leave be approved.

The meeting closed at 8.40pm

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CHAIRMAN

Date: