

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 29 November 2022 at 7.15pm

PRESENT:

Councillors: T Wallace, N Mees, G Williams, W Stapleton and F Purdue-Horan

Members of the Public: 0

Officer: J Riddle (Town Clerk)

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE

Apologies for absence were received and accepted from Councillor J Lewis, M Stockwood and A Shelton. Councillor W Stapleton and F Purdue-Horan were noted as substitute members.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES

The minutes of the meeting held on 12 July 2022, Folios 9938 to 9939, were taken as read, approved and were signed by the Chair as a correct record.

4. UPDATE ON OUTSTANDING DECISION AND AGREE FURTHER ACTIONS

The committee noted the updates and items that were included within the agenda.

5. STAFF HANDBOOK

The Committee had received the latest alterations to the staff handbook for review. Members were asked to raise any queries with the Clerk prior to the next meeting of the Full Council in January. If no queries were received for further discussion, the document would be presented for adoption at the Full Council meeting.

The Clerk confirmed that further work would take place an additional item for the staff handbook relating to how issues with the clerk are addressed by the Council.

6. DRAFT STRESS MANAGEMENT POLICY

The committee reviewed the draft stress management policy and it was agreed to:

RECOMMEND: adoption of the Stress Management Policy

7. DISPLAY SCREEN EQUIPMENT USERS

The Committee received a report confirming that staff using display screen equipment for more than 1 hour are able to claim for a basic eye test.

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The Committee were also asked to set reasonable costs for providing glasses for employees that have confirmation that DSE glasses are required. It was agreed to

RECOMMEND: that costs of up to £60 for DSE glasses could be claimed by employees with a requirement for DSE glasses.

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 12 July 2022

The notes of the meeting were approved.

- Recruitment

RECOMMEND: that the staff members role be made permanent.

RECOMMEND: that the Council give delegated authority to the Clerk to progress recruitment for a Full Time Grounds Person at SCP 5-6.

RECOMMEND: that the Council give delegated authority to the Clerk to progress recruitment of a Deputy Clerk at SCP 18-28 for 28-37 Hours.

RECOMMEND: that the quotation of £1494 from Adhook for recruitment services be accepted.

- Staff Matters

The committee noted the staff holiday and sickness update.

RECOMMEND: the staff budgets for 2023/24 financial year of £211,600 to include the pension deficit.

The committee noted the appraisal arrangements for staff.

The meeting closed at 8.24pm

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CHAIRMAN

Date:

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RECOMMENDATIONS:

- adoption of the Stress Management Policy
- that costs of up to £60 for DSE glasses could be claimed by employees with a requirement for DSE glasses.
- the staff members role be made permanent.
- the Council give delegated authority to the Clerk to progress recruitment for a Full Time Grounds Person at SCP 5-6.
- the Council give delegated authority to the Clerk to progress recruitment of a Deputy Clerk at SCP 18-28 for 28-37 Hours.
- the quotation of £1494 from Adhook for recruitment services be accepted.
- the staff budgets for 2023/24 financial year of £211,600 to include the pension deficit.