



Holybrook Parish Council

Human Resource Committee Agenda

Date of Meeting	Thursday 21 st July 2022
Location	The Keep, Beansheaf Centre, Charrington Road, Calcot, Reading, Berkshire RG31 7AW
Time	14:00
Circulation	Cllrs Bedwell (Chairman), Moore and Salau

No.	Notes
1.	<p>Open forum for members of the public</p> <p>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Holybrook Parish. No decision can be taken during this session¹, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.</p> <p><small>¹ Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</small></p>
2.	Apologies for absence (LGA 1972 s85 (1))
3.	<p>Declarations of interest relevant to the Agenda</p> <p>Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).</p>
4.	<p>Appoint Vice-Chairman of the Committee</p> <p>(note: it was suggested at the Annual Meeting that Cllr Moore take on this role).</p>
5.	<p>Review and approve the Committee Terms of Reference</p> <p>Members to review, discuss and approve the enclosed Terms of Reference.</p>
6.	<p>Clerk's Appraisal</p> <p>a) Agree a date for the Clerk's annual appraisal; b) Appoint members to undertake the appraisal.</p>
7.	<p>Discuss the Health and Safety Arrangements currently in place and agree future practices for:</p> <p>a) Beansheaf Centre; b) Staff; c) Parish Assets.</p>

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Part II.

Part II

8.	<p>Staff Appraisals</p> <p>Clerk to provide members with a report following recent staff appraisals.</p> <p><i>Members to provide any comments or feedback following the report.</i></p>
9.	<p>Staff Training</p> <p><i>Members to recommend relevant staff training and identify funding requirements for inclusion in the Finance Committee budget.</i></p>
10.	<p>Staff pay rises – 2022/23 and 2023/24</p> <p><i>To discuss and prepare to make recommendations for inclusion in the Finance Committee budget.</i></p>
11.	<p>Review of staffing hours and job titles</p> <p>a) Members to receive a verbal report from the Clerk; b) Following which, Members to discuss and approve the recommendation of the Clerk.</p>