

LONGDEN PARISH COUNCIL

Minutes of a Meeting of the Human Resources Committee of Longden Parish Council held on Wednesday 22nd October 2024 at 2:10pm at Longden Village Hall.

Present: Cllr. P. Carter - Chairman
Cllr. C. Roberts
Cllr. K. Lovegrove

Also present: Caroline Higgins, Parish Clerk

1HR/2024 Election of Chairman - It was unanimously **resolved** that Cllr Paul Carter be elected as Chairman of the Human Resources Committee.

2HR/2024 Public Question Time and Participation - There were no members of the public present.

3HR/2024 Apologies for absence - None, all present

4HR/2024 Declarations of Interest - None

5HR/2024 Minutes – The minutes of the HR Committee meeting held on 17th January 2024 were approved as a true record and signed by the Chairman.

6HR/2024 Exclusion of the Press and Public - In accordance with the Public Bodies, Admission to Meetings Act, it was unanimously **resolved** to exclude the press and public from the meeting by reason of the confidential nature of the business to be transacted.

7HR/2024 Performance and Development Appraisal

The committee reviewed the Clerk's self-assessment form and agreed objectives for the year. It was agreed to focus on bringing the Neighbourhood Plan to submission stage and encourage others to take ownership of less urgent tasks. It was acknowledged that the Council had moved forward significantly during the Clerk's tenure and become a more professional and effective organisation.

The Clerk recommended the Council arrange a workshop on energy efficiency for older properties and it was agreed that this should be considered for the Annual Parish Meeting in 2025.

It was noted that parish council elections are scheduled for May 2025 and the Council should seek to raise awareness of its activities to encourage sufficient applications for election of all seats.

8HR/2024 Review of core hours and additional hours for Neighbourhood Plan administration –

8.1 It was confirmed there is usually sufficient core hours to complete general administrative functions however the additional work for the Neighbourhood Plan is creating pressure and additional unpaid hours have been worked.

8.2 The Committee acknowledged the significant additional time required to progress the Neighbourhood plan above that originally envisaged. Taking time off in lieu was considered impracticable and it was **RESOLVED** to recommend 42 additional hours be paid.

It was further **RESOLVED** to recommend an additional one hour per week be paid for work on the Neighbourhood Plan until the end of March 2025 with actual hours worked to be kept under regular review to avoid a build-up of unpaid hours.

9HR/2024 Pay Review –

9.1 The recommendations made on the 17 January 2024 were reviewed and ratified and it was **RESOLVED** to recommend that the Clerk's salary be set at SCP27 on the national scale from 1 April 2025.

9.2 The Committee noted that the negotiations on the national pay award effective from 1 April 2024 were nearing completion and the backdated adjustment would be payable upon publication of the new pay scales by dint of contractual obligation.

10HR/2024 Budget Recommendation – A budget calculation taking account of expected national pay agreements and the recommended scale adjustment from 1 April 2025 was tabled and reviewed. It was **RESOLVED** to recommend that a salary budget of £13,022 be allocated for 2025/26.

The meeting closed at 3:20pm

Signed..... Date
Chairman