

**Minutes of the HR Committee of Kegworth Parish Council Meeting held on Monday 6 November 2023 at 6.30pm, at the Parish Council Offices, 1 London Road, Kegworth**

Present: Cllrs Saunders (arrived late), Sutton, White, and Williams (Chair), also Clerk D Griggs.

**09/23 Apologies for Absence:** Cllr Vicky Saunders had sent apologies and would arrive after the start of the meeting.

**10/23 Declarations of Interest in Items on the Agenda:** None declared.

**11/23 Review of Policies:**

- a. Councillors reviewed the Equality and Diversity Policy, which was based on the NALC model. There was a query about the wording of the policy. The Clerk was asked to seek clarification on the meaning before the policy was adopted. Proposed by Cllr White, seconded by Cllr Williams, unanimously agreed.
- b. Councillors reviewed the Performance Review policy and agreed to adopt this. Proposed by Cllr Sutton, seconded by Cllr White, unanimously agreed.

**12/23 Exclusion of Press & Public:** It was resolved that, in view of the confidential nature of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1.

Cllr Saunders joined the meeting.

**13/23 Review staffing Costs and Agree Proposal for Full Council for Budget Setting Purposes:** Councillors resolved to recommend to the Full Council that enough funds be allocated to the 2024/25 budget plan to allow for contractual pay awards for staff and for anticipated staffing changes. Proposed by Cllr Williams, seconded by Cllr Sutton, unanimously agreed.

Councillors also resolved to seek professional support to carry out a formal staffing structure review. Proposed by Cllr Sutton, seconded by Cllr Williams, unanimously agreed.

The meeting closed at 6:55 pm.