

Minutes of the HR Committee of Kegworth Parish Council Meeting held on Monday 1 July 2024 at 6.30pm, at the Parish Council Offices, 1 London Road, Kegworth

Present: Cllrs Forster, White, and Williams, also Clerk D Griggs.

07/24 Election of the Chair of the HR Committee for 2024/25: It was resolved to elect Cllr White to be the chairman of the committee for 2024/25. Proposed by Cllr White, seconded by Cllr Forster, unanimously agreed.

08/24 Apologies for Absence: There were no apologies for absence.

09/24 Declarations of Interest in Items on the Agenda: None declared.

10/24 Exclusion of Press & Public: It was resolved that, in view of the confidential nature of the following agenda items, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1.

11/24 Consider the Results of the Job Evaluation Exercise and Agree Any Actions: Councillors noted the outcomes. There were no changes to be agreed.

12/24 Receive a Report of the Clerk's Appraisal: Councillors received a report on the Clerk's appraisal and agreed a contractual pay recommendation for the Full Council. Proposed by Cllr White, seconded by Cllr Williams, unanimously agreed.

13/24 Consider a Need to Recruit Additional Office Staff and Agree any Recommendation for the Full Council: It was resolved to make a recommendation to recruit a part time member of staff to support the Clerk's workload. The recruitment and selection process to be carried out by the HR committee, in consultation with the Clerk, in accordance with the HR terms of reference document. Proposed by Cllr White, seconded by Cllr Forster, unanimously agreed.

The meeting closed at 6:50 pm.

Signed

Dated