

# BRAMPTON PARISH COUNCIL

CHAIRMAN: Alan Mellor



21<sup>st</sup> November 2024

## **Draft Minutes of a Meeting of the Personnel Committee held at 6.30pm on Wednesday 20<sup>th</sup> November at the Memorial Centre, Thrapston Road.**

**Present:** Sue Clarke, Chair (SC), John Childs (JRC), Mike Bainbridge (JMB) and Liz Ruston (LR).

**In attendance:** Susie Caney, Parish Clerk.

### **1. Apologies for absence.**

*Apologies were received from Jon Chitty, Nigel Maggs and Mike Shellens.*

### **2. To agree the minutes of the meeting held on 2<sup>nd</sup> July 2024.**

*The minutes were noted as a true record of the meeting and signed by SC.*

### **3. Staff Training and Development**

- i. Annual appraisals – revised appraisal forms to include SMART objectives.  
*SC advised that the ACAS and SLCC template forms will be adapted for use.*
- ii. Staff learning plans.  
*SC presented an overview of the training plans in place.*

### **4. Employment Review**

- i. Staff Handbook.  
*The handbook is being developed and should be ready to adopt by March 2025.*
- ii. Company policy reviews and updates.  
*SC presented an update of the policy reviews currently taking place. This is an ongoing project with a goal date of March 2025.*
- iii. Occupational Health Provider.  
*JMB proposed that the council proceed with Prestige OH, seconded by LR.*
- iv. DBS results.  
*The Clerk updated members on the recent applications.*

### **5. Staff Requirements**

- i. Grounds and caretaking ongoing requirements.  
*Members will continue to review requirements.*
- ii. Temp staff – data entry for updating burials backlog and archiving.  
*A budget has been added for overtime/temping hours to work on data entry and record digitisation.*
- iii. To clarify the personnel to be contacted in case of emergencies relating to the hire/security of the buildings during out of office hours – evenings and weekends.  
*The Clerk will review the current contract with CBS, meanwhile JRC and the Clerk will continue to take out of hours calls.*
- iv. PPE and work clothes provision.  
*It was noted that the Deputy Clerk is in the process of distributing new workwear and PPE to the grounds and caretaking team.*

## **6. Finance**

- i. Annual Pay Award – NJC SCP update from 1.4.24.  
*Acceptance of the NALC pay award was noted. Payments will be backdated to 1.4.2024 for all staff.*
- ii. Payroll - outsourcing to Ben Stoehr, LGS Services.  
*Following discussion a vote was taken with 3 members for, and 1 abstention. It was agreed to take this forward with a one-year review.*
- iii. Autumn budget – Employer NIC contributions.  
*The recent increase from 13.8% to 15% has been added to next year's budget.*
- iv. Overtime payments.  
*Members agreed SC's proposal.*
- v. Subscriptions – Rialtas, WorkNest and BreatheHR.  
*SC updated members on the systems in place relating to HR and health and safety.*
- vi. To approve the draft budget for 2025/26.  
*JMB suggested that for the financial year 2026/27 there should be a specific personnel committee budget. The draft budget for next year will go to full council next week.*

## **7. General**

- i. Council and staff WhatsApp groups, update.  
*WhatsApp is being used successfully when required.*
- ii. Christmas closure.  
*The Christmas operating times and closure of buildings was confirmed and agreed.*

## **8. Agenda items for the next meeting**

- i. Appraisal schedule.
- ii. Annual salary reviews.

The next meeting is scheduled for Tuesday 4<sup>th</sup> February 2025.

Meeting closed at 8.15pm