



Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour
Road, Thurcroft, Rotherham, S66 9DD
e: clerk@thurcroftparishcouncil.gov.uk
w: thurcroftparishcouncil.gov.uk

14th September 2023

Dear Sir/Madam

You are summoned to attend the **HR Committee meeting** of Thurcroft Parish Council to be held **Thursday 21st September 2023 at 6.00pm** in the **Council Chambers** of the Gordon Bennett Memorial Hall.

This meeting is open to the public by virtue of the Public Bodies (Administration to Meetings) Act 1960 S1.

Yours faithfully

T. Collingham

Thomas Collingham
Clerk and Responsible Finance Officer

Apologies for absence should be notified to the Clerk prior to the meeting.

PUBLIC PARTICIPATION

Following completion of the first business the Parish Council will invite members of the public to put questions on relevant Parish matters or to make statements appertaining to items on the agenda for the meeting, prior to the commencement of other business.

This is for a period of up to 15 minutes.



HR Committee Meeting

Thursday 21st September 2023

AGENDA

1. To receive and approve reasons for absence.
2. To receive declarations of interest in respect of business on the agenda
3. To receive and approve the minutes of the meeting held on **Wednesday 5th April 2023**
4. To receive and approve the minutes of the extraordinary meeting held on **Tuesday 25th July 2023**
5. To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))
6. Public Participation Session
7. **CONFIDENTIAL SESSION** – To note progress with employee appraisals
8. **CONFIDENTIAL SESSION** – To discuss and consider an employment contract for a relief caretaker position
9. **CONFIDENTIAL SESSION** – To discuss the pension options for employee pension programme
10. **CONFIDENTIAL SESSION** – To note the progress of the employee training completed
11. **CONFIDENTIAL SESSION** – To receive and note an update to the 2023-24 pay award for employees on the NJC terms and conditions
12. **CONFIDENTIAL SESSION** – To receive an update on the recruitment process for the position of Assistant Clerk and consider the panel for shortlisting and a date for interviews
13. **CONFIDENTIAL SESSION** - To review the performance of the payroll company used by the Council
14. To consider recommendations received from the Internal Audit Report for consideration
 - 14.1. **CONFIDENTIAL SESSION** - To consider recommendation 49 'That all employee contracts of employment be reviewed and to include provision for pay date and pay frequency. The signed contracts of employment to be retained on file for audit purposes.'
 - 14.2. **CONFIDENTIAL SESSION** - To consider recommendation 50 'That all council employees sign a timesheet and hand this into their line manager to be signed off and retained on their Personnel Files. The timesheets for the Clerk/RFO should be signed off by the



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appropriate Personnel Committee or Chair of the Council as the case may be who the council may appoint to sign off the timesheets in between the Personnel committee meetings.'

- 14.3. **CONFIDENTIAL SESSION** - To consider recommendation 51 'That the payroll and pensions administration and HMRC reporting be outsourced to an independent payroll specialist.'
 - 14.4. **CONFIDENTIAL SESSION** - To consider recommendation 52 'That the council formally records the pension contribution rates in the council minutes for audit purposes and investigates all payments relating to pension for the employee and employer to ensure they have been administered correctly.'
 - 14.5. **CONFIDENTIAL SESSION** - To consider recommendation 53 'That the council ensures all eligible post-holders are enrolled into the employer's pension scheme. Further guidance on pensions is available in the National Association of Local Councils legal topic note which can be obtained from the Yorkshire Local Council Association.'
15. To notify the clerk of matters for inclusion on the agenda of the next meeting.
 16. To confirm the date of the next HR Committee meeting to be held on **Thursday 21st March 2024**

HR Committee - Meeting Schedule

Thursday 21st March 2024
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ⁱ A Councillor is at risk of prosecution for committing criminal offences in s.34 of the 2011 Localism Act if they, without dispensation, participates or votes on a matter being considered in which they have a disclosable pecuniary interest (s.31(4) of the 2011 Act). Or written notification of such DPI has not already been given to the Monitoring Officer and the member does not provide written notification of the interest to the Monitoring Officer with 28 days of the meeting (ss.31(2) and (3) of the 2011 Act. Or they knowingly or recklessly provide false or misleading information about the above (s.34 (2) of the 2011 Act).