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# Thurcroft Parish Council

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Gordon Bennett Memorial Hall, Green Arbour  
Road, Thurcroft, Rotherham, S66 9DD

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## Minutes of the HR Committee meeting held Tuesday 21<sup>st</sup> February 2023.

Present Councillors: **E. Humphreys (Chair), P. Owen, C. Alsop.**

Apologies were received from Councillors: **D. Fretwell**

Proper Officer: **Thomas Collingham (Clerk & RFO)**

**No public were in attendance.**

**The meeting started at 6.30pm**

**HR/2023/01 To receive and approve reasons for absence.**

**Resolved:-** The council received and approved the reasons for absence from **D. Fretwell**.

**HR/2023/02 To receive declarations of interest in respect of business on the agenda.**

**Resolved:-** No declarations of interest were received.

**HR/2023/03 To receive and approve the minutes of the meeting held on 10<sup>th</sup> November 2022.**

The Clerk raised that the meeting was inquorate due to only two councillors being in attendance at the meeting. Therefore, as part of the minutes acceptance the minutes were read by present councillors and all decisions were resolved.

**Resolved:-** That the minutes and resolutions of the meeting held **Thursday 10<sup>th</sup> November 2022** be approved and file copy was signed by the chairperson of the meeting.

**HR/2023/04 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.**

**Resolved:-** All items on the agenda will be conducted in closed session due to the nature of discussing individual staffing matters.

**HR/2023/05 Public Participation Session**

No questions were received from members of the public.

**HR/2023/06 CLOSED SESSION - To discuss and adopt the employee contracts.**

Councillors were presented with model employment contracts that would standardise employment with the council. The pay structure for the next financial year was discussed, to ensure all colleagues are in line with the National Minimum Wage for the next financial year.



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**Resolved:-** To adopt the model contracts for employees and to refer the new pay scale for adoption at the full council.

**HR/2023/07 CLOSED SESSION - To discuss the job descriptions to be adopted by employees.**

Councillors were presented with job descriptions for each role currently within the council structure. Councillors would like to further clarify some tasks within the role regarding line management. The Clerk has been given delegated authority to update the job description documents and speak with employees regarding any changes.

**Resolved:-** That employee job descriptions are delegated for completion by the Clerk, and the Clerk to undertake consultation with current employees.

**HR/2023/08 CLOSED SESSION - To discuss and adopt employee policies.**

Councillors were presented with model employee policies for adoption by the council. Councillors felt the policies covered both employees and the council for the future and that some policies could be condensed into one policy document. It was agreed that all policies are correct, and that authority be given to the Clerk to condense the Working Time policies relating to leave from the council.

**Resolved:-** That the employee policies be adopted with delegation given to the Clerk to condense Working Time policies.

**HR/2023/09 CLOSED SESSION - To receive correspondence from The Pensions Regulator.**

The Clerk presented correspondence from The Pension Regulator relating to duties that need to be completed by the council in relation to employees opting in or out of a pension scheme and to re-declare this with The Pension Regulator.

**Resolved:-** The Clerk to meet with employees individually before re-declaration to understand their intention with current pension arrangements.

**HR/2023/10 CLOSED SESSION - To discuss the employee training that is required to be completed.**

The Clerk presented available training courses that would be beneficial to employees. Councillors agreed the training courses that need to be completed as a basic Health and Safety requirement for the council. It was suggested that once a quote on actual cost has been sought, this be put to the council to approve the cost.



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**Resolved:-** The identified training courses be referred forward as a recommendation to full council to approve.

**HR/2023/11 CLOSED SESSION – To discuss a councillor training programme.**

Councillors agreed that it would be beneficial for all councillors to have regular training as part of their role on the council. As a minimum that all councillors should be given the opportunity to consider the 'Off to a flying start course' or the 'Introduction to Parish Council's'. The courses 'Standards in Public Life' and 'Understanding Precept' were mentioned for the Clerk to understand whether these were aimed at councillors and not Clerks.

Due to the cost of completing this with all councillors it was decided that approval will be referred to full council.

**Resolved:-** To delegate to the Clerk to identify which training the councillors would prefer to complete and to refer to full council for financial approval.

**HR/2022/12 To notify the clerk of matters for inclusion on the agenda of the next meeting**

There were no items raised for inclusion on the agenda of the next meeting.

**HR/2022/13 To set the date of the next ordinary HR Committee meeting.**

The date of the next meeting was agreed as **Wednesday 5<sup>th</sup> April 2023** at 6.00 pm in the Gordon Bennett Memorial Hall.

**The meeting closed at 8:30pm.**