



Thurcroft Parish Council

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

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Minutes of the HR Committee meeting held Wednesday 5th April 2023.

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

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

No public were in attendance.

The meeting started at 6.30pm

HR/2023/14 To receive and approve reasons for absence.

Resolved:- No apologies to be received as all councillors present.

HR/2023/15 To receive declarations of interest in respect of business on the agenda.

Resolved:- No declarations of interest were received.

HR/2023/16 To receive and approve the minutes of the meeting held on 21st February 2023.

Resolved:- That the minutes of the meeting held **21st February 2023** be approved and file copy was signed by the chairperson of the meeting.

HR/2023/17 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/2023/18 Public Participation Session

No questions were received from members of the public.

HR/2023/19 **CLOSED SESSION – To receive and note an update on the contracts that have been issued to employees.**

The Council were made aware of that the discussed updates to the employment contracts had been incorporated and all employees had received and signed their employment contracts.

Councillors wished to see finalised employment contracts and the Clerk agreed to share this with the HR Committee but reiterated that the employment contracts should not be shared wider than the committee group.



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Resolved:- That the Council notes the update for employment contracts and that the Clerk will share finalised versions with the HR Committee.

HR/2023/20 CLOSED SESSION – To receive and note an update on the job descriptions that have been discussed with employees.

The Council noted the update on the employee conversations held to agree the job descriptions and ensure that the required support is given to each employee.

Resolved:- The Council noted the update and the finalised job descriptions for employees.

HR/2023/21 CLOSED SESSION – To discuss providing a pension option for employees that are eligible.

The Committee discussed the current pension options available to employees. It was discussed that research needs to be undertaken into the options available and the committee decided to delegate to the Clerk to look into different options.

Resolved:- The Council delegated to the Clerk to look into the different pension options available for employees.

HR/2022/22 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/2022/23 To set the date of the next ordinary HR Committee meeting.

The date of the next meeting was agreed as **Wednesday 20th September 2023** at 6.00 pm in the Gordon Bennett Memorial Hall.

The meeting closed at 7.00pm.