



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 Thursday 21st September 2023.

Present Councillors: **E. Humphreys (Chair), P. Owen, C. Walker** (3 Councillors present).

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

No public were in attendance.

The meeting started at 6.00pm

HR/2023/32 To receive and approve reasons for absence.

Resolved:- That the reasons for absence be approved from D. Fretwell.

Voting:- 3 Councillors present. All councillors voted in favour.

HR/2023/33 To receive declarations of interest in respect of business on the agenda.

Resolved:- No declarations of interest were received.

HR/2023/34 To receive and approve the minutes of the meeting held on Wednesday 5th April 2023.

Resolved:- That the minutes of the meeting held **Wednesday 5th April 2023** be approved and file copy was signed by the chairperson of the meeting.

Voting:- 3 councillors present. 2 councillors voted in favour, 1 councillor abstained.

HR/2023/35 To receive and approve the minutes of the extraordinary meeting held on Tuesday 25th July 2023.

Resolved:- That the minutes of the meeting held **Tuesday 25th July 2023** be approved and file copy was signed by the chairperson of the meeting.

Voting:- 3 councillors present. All councillors voted in favour.



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HR/2023/36 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))

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

HR/2023/37 Public Participation Session

No public were in attendance.

HR/2023/38 CONFIDENTIAL SESSION – To note the progress with employee appraisals

The Clerk shared with the committee that all employee appraisals have been completed at the start of September and that these conversations have been a positive benefit to the council.

The committee noted that these had been completed.

HR/2023/39 CONFIDENTIAL SESSION – To discuss and consider an employment contract for a relief caretaker position

The Clerk shared that employment contracts have been allocated to all employees with regular hours of the council. Historic working arrangements for casual relief work needs to be ratified by the council with an employment contract to minimise risks to the council and employees working for the council.

Resolved:- That a recommendation be made to full council to implement a 'bank contract' for the relief caretaker and to delegate to the Clerk to put together a contract template.

Voting:- 3 councillors present. All councillors voted in favour.

HR/2023/40 CONFIDENTIAL SESSION – To discuss the pension options for employee pension programme

The Clerk advised the chair that this item could be covered under Item 14.5 (HR/2023/XX) due to the close nature of the pension options previously discussed by the HR Committee and the



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recommendation made from the recent Internal Audit report. The Chair was in agreement to discuss the item later in the agenda.

HR/2023/41 CONFIDENTIAL SESSION – To note the progress of the employee training completed

The Clerk advised the committee that there was one piece of training outstanding to be completed and that all other employee training is now up to date. All certificates are held on their Personnel Files. The committee noted the current progress for employee training.

HR/2023/42 CONFIDENTIAL SESSION – To receive and note an update to the 2023-24 pay award for employee on the NJC terms and conditions

The Clerk advised the committee that the current Local Government pay award has not yet been announced and discussed the process of how to pay this to employees once it is announced. The Clerk also advised that due to the large increase for last year, and the proposed increase for this year – it would be wise to ensure that the budget line for employee salaries incorporates future pay awards. The committee noted the update with employee pay.

HR/2023/43 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 of interviews

The recruitment policy states the process for recruitment of a new employee and this was discussed with the committee to help make a decision for the recruitment process. It was agreed that the Chair, Vice-Chair, Clerk and two other councillors will be on the panel as per the policy. The committee agreed that one position should be the Chair of the HR Committee with another councillor decided by the council. The committee agreed to having two stand-by councillors in case of last-minute changes.

The committee agreed that candidate packs should be shared with the shortlisting panel to complete from Friday 29th September and that these should be returned by Monday 1st October to enable a meeting to take place to decide on the shortlisting of candidates. It is



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agreed that the interviews will take place on Friday 13th October to allow for 10 days' notice to the candidates to attend an interview. If the panel find a successful candidate, this will be approved at the full council meeting in October.

Resolved:- That the HR Committee recommend the shortlisting panel as set out in the recruitment policy, with the Chair of the HR Committee to be on the panel, along with one other councillor and two councillors on standby. That the date for the shortlisting panel be held on Monday 1st October and that the interviews take place on Friday 13th October.

Voting:- 3 councillors present. All councillors voted in favour.

HR/2023/44 CONFIDENTIAL SESSION - To review the performance of the payroll company used by the Council

The Clerk advised the committee that the use of BrightPay for payroll had been successful. It has been useful in correcting any previous errors for payroll and ensuring that colleagues and the council have accurate access to records.

The use of BrightPay Connect also allows employees access to HR Policies, payslips, holiday booking and other correspondence from mobile and web which gives greater accountability. The committee were given a brief look at the system to show the simplification of the payroll. The committee noted the performance and agreed that the system has improved for payroll accuracy.

HR/2023/45 To consider recommendations received from the Internal Audit Report for consideration -

HR2023/46 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.'

The Clerk advised that the contracts of employment that were agreed do not include the pay date and the frequency. The Clerk prepared a letter to be attached to the contract that clarifies



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the pay date and frequency. The committee read through a draft copy of the letter and agreed that it should be put forward to be signed by the employee.

Resolved:- That the HR Committee recommend that a letter of amendment be approved by the council to clarify the pay date of the 18th of each calendar month for each employee.

Voting:- 3 Councillors present. All councillors voted in favour.

HR/2023/47 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

Timesheets are currently not in place for the council, and as highlighted in the Internal Audit report the Clerk sends his timesheets to the Chair and Chair of HR but this isn't a ratified process by the council. Therefore, the committee agreed that timesheets would provide an audit trail for employees and the council. The committee also suggested that tasks completed for the day should also be logged. The committee agreed that timesheets should be received on a Monday to be approved by the Clerk, or in the case of the Clerk these should be sent to the Chair or Chair of HR for approval via email.

Resolved:- That a recommendation be made to full council to adopt time and task sheets for employees of the council and that these are submitted for weekly approval by the clerk, or in the case of the clerk weekly email approval from the Chair or Chair of HR.

Voting:- 3 Councillors present. All councillors voted in favour.

HR/2023/48 CONFIDENTIAL SESSION - To consider recommendation 51 'That the payroll and pensions administration and HMRC reporting be outsourced to an independent payroll specialist.'

The Committee discussed the BrightPay system that is currently used for payroll and the recommendation received from the Internal Auditor. The Committee agreed that by



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outsourcing payroll it can create complications and the loss of control on reporting procedures. The committee agreed that as BrightPay has only been in place for a year that this is kept in place and the recommendation be rejected.

Resolved:- That the HR Committee recommend to keep the BrightPay system for payroll and reject the recommendation to outsource.

Voting:- 3 Councillors present. All councillors voted in favour.

HR/2023/49 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.'

The Clerk advised the committee that the original agenda item was discussed that the pension rate for the employer contribution is 18.1% to South Yorkshire Pension Authority and the employee contribution would be 6.5%. This was discussed in a confidential session and was not reported in the minute as the Proper Officer believed this should have also been confidential.

The committee reviewed all payments made to South Yorkshire Pension Authority from the commencement of the pension in January. The committee agreed that they were happy that the pension payments had been made in line with agreed percentage set by South Yorkshire Pension Authority.

Resolved:- That the HR Committee recommend the employers contribution rate of 18.1% and employees rate of 6.5% be recorded in the minutes as part of the recommendation from the Internal Audit and that the committee agree that the payments made by the council represent an accurate record of the agreed rates from South Yorkshire Pensions Authority.

Voting:- 3 Councillors present. All councillors voted in favour.



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HR/2023/50 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.'

The Clerk detailed the different employees in post, and the difference between eligible jobholders, non-eligible jobholders and entitled workers. All eligible post-holders are in a workplace pension scheme unless they have opted out.

The Clerk has received a request from a non-eligible jobholder and the committee agreed to setting up a NEST workplace pension scheme with the agreed rates of 5% employee contribution and 3% workplace contribution.

Resolved:- That the HR Committee recommend to set up a NEST workplace pension scheme with a set rate of 5% employee contribution and 3% employer contribution and that all colleagues are reoffered the choice of joining the workplace pension scheme.

Voting:- 3 Councillors present. All councillors voted in favour.

HR/2023/45 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/2023/46 To confirm the date of the next HR Committee meeting to be held on Thursday 21st March 2024

The date of the next meeting was agreed as **Thursday 21st March 2024** at 6.30pm.

The meeting closed at 7.50pm.