



## Minutes of the Extraordinary meeting of the HR Committee meeting held Tuesday 25<sup>th</sup> July 2023

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

Apologies: **C. Alsop**

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

**No public were in attendance.**

**The meeting started at 6.30pm**

**HR/2023/24 To receive and approve reasons for absence.**

**Resolved:-** That apologies for C. Alsop are approved by the committee.

**Voting:-** 4 councillors present. All councillors voted in favour.

**HR/2023/25 To receive declarations of personal and pecuniary interest<sup>1</sup>**

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

**HR/2023/26 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:-** That minute reference **HR/2023/29** discussing employees and the staffing model be held in confidential session.

**HR/2023/27 Public Participation Session**

No questions were received from members of the public.



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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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### **HR/2023/28 To consider a Recruitment policy for adoption by the Council**

The Clerk shared a draft policy with the committee for consideration to standardise the process for any future recruitment. Councillors did not have any further comment on the draft and understood that the policy was needed.

**Resolved:-** That a recommendation be made to the full council for adoption of the Recruitment Policy.

**Voting:-** 4 councillors present. All councillors voted in favour.

### **HR/2023/29 CONFIDENTIAL SESSION – To discuss the current workload and consider the staffing model for the council**

The Clerk shared the current workload of the council and a comparison of other staffing structures for LC2 councils. Councillors considered the information and agreed to making a recommendation for an Assistant Clerk on a 6-month fixed term contract for 20 hours a week. Councillors considered the job description for the position and agreed to make a recommendation with the tasks of facilities and administrative support.

As part of the discussion, the committee agreed to make a recommendation for the position of the Clerk to a 32-hours contract on a permanent basis.

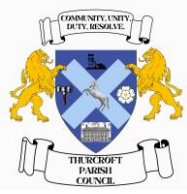
In reviewing the documents, councillors would like to ensure that Equality and Diversity is included throughout the recruitment documents, and that relevant experience is inclusive of experience as well as qualifications.

**Resolved:-** That a recommendation be made to full council to advertise a vacancy for an Assistant Clerk on a 20 hour contract for a 6 month fixed term, and to increase the Clerk's hours to 32 hours per week on a permanent basis.

**Voting:-** 4 councillors present. All councillors voted in favour.

### **HR/2023/30 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.



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**HR/2023/31 To confirm the date and time of the next HR Committee meeting on Thursday 21<sup>st</sup> September 2023 at 6.30pm**

The date of the next meeting was agreed as **Thursday 21<sup>st</sup> September 2023** at 6.30pm in the Gordon Bennett Memorial Hall.

**The meeting closed at 7.30pm.**