



HR04

Essington Parish Council HR Meeting held on Monday the 2nd of June 2025 @ 7pm in the Council Chamber.

Exclusion of the press and public: The Chairman to inform any members of the Public or Press that in view of confidential business to be transacted in Agenda items 8 & 9 that they are excluded in accordance with the Public Bodies (admission to meetings) Act 1960 Section 1 (2).

Public and Press Participation Maximum of 15 minutes- Any Elector of the Parish of Essington may raise a question by prior request in writing to the clerk within the period of publication of the agenda and the meeting itself, on any issue relating to Official Parish Council Business.

Public Participation- 15 minutes- No members of the Public were in attendance

Present: Councillors Chris Steel- Chairman of the Parish Council, Hilary Southern- Vice Chair of the Parish Council, Gill Kelly and Waren Fisher.

Also Present: Louise Tipler- Clerk and Kate Roberts- RFO

Minutes

1. **Apologies-** None
2. **Appointment of Chair of the HR Committee-** It was resolved that Gill Kelly is appointed as Chair of the HR Committee. All members in favour.
3. **Appointment of Vice- Chair of the HR Committee-** It was resolved that Hilary Southern is appointed as Vice Chair of the HR Committee. All members in favour.
4. **Terms of Reference-** Defer for review.
5. **Meeting Dates-** No set dates.
6. **Yearly Work Plan -** Councillors resolved to hold at least two HR meetings per year or whenever it might be necessary.
7. **Introduction of Menopause Policy-** Councillors agreed to the policy with a slight adjustment, to be recommended to Full Council for ratification.
8. **Overtime/Holiday Pay –** Councillors resolved to increase the admin assistant contract from 12 hours to 15 hours, to be recommend to Full Council for ratification. Proposed by Warren, seconded by Hilary, all in favour.
9. **Evaluation of Salary Scales as recommended by the Finance Committee-** Councillors considered the pay scales in accordance with NALC'S Job evaluation

spread sheet and resolved to recommend the agreed changes to Full Council for ratification. The Clerks PayScale to be reviewed at the next meeting in November, Proposed by Gill, seconded by Warren, all in favour.

10. Set Dates for Staff Appraisals- Dates were set and agreed.

11. Date of the Next Meeting- 3rd of November 2025.

12. Closure- 20.25pm

Signed by Louise Tipler Clerk 5/06/2025