

Minutes of a meeting of the HR Committee,  
of Bingham Town Council, held in the Council Chamber at The Old Court House,  
Church Street, Bingham on Tuesday 09 July 2024 at 7pm

**PRESENT:**

Councillors: T Wallace, F Purdue-Horan, G Williams, M Stockwood, S Perkins and P Walters

Members of the Public: 1 including Cllr A Shelton

Officer: J Riddle (Town Clerk)

**1. ELECTION OF CHAIR**

Councillor T Wallace was proposed as Chair by Councillor G Williams and this was seconded by Councillor S Perkins

A vote was taken and Councillor T Wallace was duly elected as Chair.

**2. APOLOGIES FOR ABSENCE AND ACCEPTANCE**

An apology for absence was received and accepted from Councillor N Mees.

**3. ELECTION OF VICE CHAIR**

Councillor M Stockwood was proposed as Vice Chair by Councillor F Purdue-Horan and this was seconded by Councillor M Stockwood.

Councillor S Perkins was proposed as Vice Chair by Councillor G Williams and this was seconded by Councillor S Perkins.

A vote was taken and Councillor S Perkins was duly elected as Vice Chair.

**4. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**5. MINUTES**

The minutes of the meeting held on 28 November 2023, Folios 10128 to 10129, were taken as read, approved and were signed by the Chair as a correct record.

**6. COMMITTEE TERMS OF REFERENCE**

The committee noted the terms of reference.

**7. OUTSTANDING ACTIONS**

The committee noted the updated actions list.

**8. HR ANNUAL REVIEW**

The committee noted that the annual review had taken place and that 4 updates to staff handbook had been made to cover changes in legislation. The new staff handbook would be issued to staff. The Clerk confirmed feedback had been given on the issues of gaining written advice.

**9. HR SERVICES CONTRACT**

A vote was taken to consider the item under confidential business to allow reference to staff matters to be considered when reviewing the current service provider. Item 9 was therefore considered under confidential business, and the minutes were recorded in agenda order.

The committee noted that the required 6 months would be given to allow the contract to come to an end if required.

**RESOLVED:** that the Clerk investigate options to use Adhoc HR services when required (companies to be identified), a new or renewal HR service contract (3 quotes) and using HR services via NALC membership and accessing paid HR assistance if required for more complex advice.

**10. NATIONAL JOINT COUNCILS PAY AWARD**

The committee noted that the 2024/2025 NJC pay award was still under negotiation.

**11. CONFIDENTIAL BUSINESS**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:- To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

- Confidential Notes from the meeting held on 28 November 2023

The notes of the meeting were approved.

- Recruitment Update

The committee noted the recruitment update for a Grounds Maintenance Operative.

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- Staff Matters

The committee noted the staff reports.

**RECOMMEND:** the Clerks appraisal be completed by the Mayor and Chair of HR.

The meeting closed at 7.47pm

.....  
CHAIRMAN

Date: .....

RECOMMENDATIONS:

- The Clerks appraisal be completed by the Mayor and Chair of HR.

RESOLUTIONS:

- The Clerk investigate options to use Adhoc HR services when required (companies to be identified), a new or renewal HR service contract (3 quotes) and using HR services via NALC membership and accessing paid HR assistance if required for more complex advice, for consideration prior to the expiry of the current HR contract.