Worth Parish Council

Minutes of the Human Resources Committee Meeting held on

Friday 19th September 2025 at 10.00am

Present Cllr Hodsdon (Chairman)
Cllr Casella Cllr Coote
Cllr Dorey Cllr King

Mrs L Bannister (Chief Officer)

As per the Terms of Reference for this Committee, in exception to Standing Order 3 d), parts of HR Committee meetings will be held in private due to the confidential nature of business.

08 Apologies
Apologies were received from Cllr Pointer.

09 Declarations of Interest
None

10 Minutes
It was AGREED by all present that the Confidential Minutes of the meeting on 11th July 2025 were a true and correct record, and these were duly signed by the Chairman.

11 Staff Handbook
It was RESOLVED that the following policies, be recommended for approval by Full Council:

- Drugs & Alcohol
- Homeworking
- Lone Working
- Menopause
- Recruitment
- Social Media
- Wellbeing
- Overtime/Additional Hours

12 Emergency call out scheme
It was RESOLVED to agree the Emergency On-Call Scheme. The risk assessment was noted.

The Assistant Clerk (Projects) was commended for her extremely thorough and well thought out report and document.

13 Staffing Matters

Appraisals
All appraisals are now complete.

Youth
The newest Youth Worker resigned on 12th September and the position is now being readvertised.

Accounts Clerk/Communications Administrator
The additional hours for this role are due to be reviewed. This is currently working very well.

Pay agreement
The pay agreement for this financial year has been reached, resulting in an increase to the staff costs of £6,271. This is within the budgeted amount and this has been reported to the Finance & General Purposes Committee.

Budget & future planning

When the budget was set for 2025-26, the following was projected for the following years. The below table includes the recent virement from youth to overtime.

	2025-26 Budget	**2026-27 Projected**	**2027-28 Projected**	**2028-29 Projected**
Office	140,000	147,000	154,350	162,068
Overtime	8,000			
Grounds	80,000	84,000	88,200	92,610
Youth	19,000			
TOTAL	247,000			

Note that the youth budget was not projected beyond 2026 due to unknown changes in the team.

The calculation for next financial year shows that the following is required:

Office - £145,000
Grounds - £91,000
Youth - £23,000
Overtime - £10,000

This assumes that no changes are made to contracted hours and does not include a 'buffer'.

This would bring the total staff budget to £269,000, which is slightly more than was projected.

<u>Insurance claims</u>
HR Committee noted that two minor incidents have taken place.

<u>Training</u>
The Chief Officer has requested to complete the Community Governance Level 4 qualification. This is a two year course, starting in February each year, and the associated costs are as follows:

Course fee - £3,250 per year (£6,500 total)
Study days x 3 - £150 each (£450 total)

There is a £400 deposit to pay, and the course fees are invoiced in April each year meaning that the costs could be split over two financial years.

This was agreed by Members, and will be added to the budget.

<u>Capacity/TOIL review</u>
The situation was reviewed.

14 Date of the next meeting
A date for the next meeting was not set.

The meeting closed at 11.00 am

Chairman:……………………………………..   Date:…………………………………………………….