

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING Human Resources Committee
DATE & TIME: Wednesday 30th August at 6.30pm
VENUE: Girton Recreation Ground, Cambridge Road Girton

All Members of the Human Resources Committee are hereby summoned to attend for the purposes of resolving Council Business to be transacted at the meeting, as set out below. Advance notice of questions and/or issues, would be appreciated.

Members: 5 + 2 Ex Officio **Vacancies:** 3 **Quorum:** 3

Members: Cllr Muston (Vice Chair), Cllr Wright, Cllr Giles, Cllr Marshall, Cllr Carney (Ex-Officio)

Mrs. Yvonne Murray – Clerk to Girton Parish Council
 23rd August 2023

AGENDA

Agenda Item	Item Description	Action/ Power
23HR/14	Welcome from the Chair	
23HR/15	Co-option of Cllr Nas Hayat to HR Committee	For Decision
23HR/16	To Receive Apologies and Reasons for Absence	
23HR/17	To Receive Members' Declarations of Interest and Dispensations	
23HR/18	Public Participation <i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 5 minutes on any single issue</i>	15 Mins
23HR/19	To Approve Minutes of HR Committee: 5 th July 2023	For Decision
23HR/20	Matters arising from Previous Meetings (<i>for information only</i>)	For Info.
23HR/21	Action List	
23HR/21.1	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23HR/22	Business items requiring a decision, or consideration by the Council	For Decision
23HR/22.1	Committee to approve Mission and Vision statements for Human Resources Committee	For Decision
23HR/22.2	Committee to approve Terms of Reference for Human Resources Committee	For Decision
23HR/22.3	Council to approve 'People' policies to be submitted for approval at September 13 th Full Council	For Decision
23HR/22.4	Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public – to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.	For Decision
23HR/22.5	Council to approve Project List and Budget for 1-3 years for Human Resource Committee	For Decision

Agenda Item	Item Description	Action/ Power
23HR/22.6	Committee to consider and approve draft recommendation for the role of a Maintenance member of staff as approved at 5 th July 223 HR Committee	For Decision
23HR/22.7	Committee to consider and approve revised contracts, people specification and job descriptions for all staff as approved for drafting at 5 th July 2023 Full Council	For Decision
23HR/22.8	Committee to consider and approve scheduling of an Extraordinary meeting to resolve outstanding HR issues	For Decision
23HR/22.9	Committee to consider and approve dates for Staff Annual Reviews	For Decision
23HR/22.10	Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.	For Decision
23HR/23	To Receive Correspondence addressed to the Committee	To Note
23HR/24	<p>To Approve Communication of items from this Agenda</p> <p><i>This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and Twitter.</i></p>	For Decision
23HR/25	Date of next meeting(s): 29 th November at 6.30pm	

Guidance For Visitors to Girton Parish Council

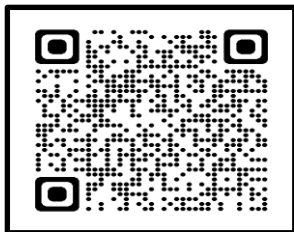
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

Tel: 01223 618619

NOTICES FOR MEMBERS OF THE PUBLIC

Parish Council Agenda

A full copy of this agenda with appendices and reports may be found on the Parish website at <https://www.girton-cambs.org.uk/girton-parish-council/> or requested from the Clerk. Our Village Noticeboards will include a copy of the agenda only including this guidance page. Webpage QR Code below.



Public Participation

Members of the public are welcome to attend this meeting and any other Girton Parish Council public meeting. If you wish to raise a question or topic at the meeting it will help us if you contact the clerk, who will be pleased to explain the procedure. Clerk email: clerk@girton-pc.gov.uk. Members of the public may address the Council within an allotted time of **15 minutes** during Public Participation on the agenda.

Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)4 of the Local Government Act 1972, exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act, as amended.

Items to be confirmed here/

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Toilets

Public toilets are available on the ground floor of the Pavilion in the corridor through the double doors in the Community Hall. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

Girton Parish Council are open and transparent about how we make decisions. The Council may record public meetings. Recording, filming and photography at Council, Committee and other meetings is allowed where members of the public can attend, so long as proceedings at the meeting are not disrupted. Members of the public may not speak during Council proceedings. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent/ vibrate mode.

Smoking

No one can smoke at any time within the Pavilion or at any Council meeting.

Clerk: Mrs. Yvonne Murray
 Telephone (01223) 618619
 Email: Clerk@girton-pc.gov.uk
 Website: <https://www.girton-cambs.org.uk>

The Pavilion
 Girton Recreation Ground
 Cambridge Road, Girton
 Cambridge, CB3 0FH

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING Human Resources Committee
DATE & TIME: Wednesday 5th July at 6.30pm
VENUE: Girton Recreation Ground, Cambridge Road Girton

Members: 5 + 2 Ex Officio **Vacancies:** 3 **Quorum:** 3

MINUTES

Agenda Item	Item Description	Action/ Power
<p>Members: Cllr Muston (Vice Chair), Cllr Wright, Cllr Giles, Cllr Marshall, Cllr Carney (Ex-Officio) Present: Yvonne Murray (GPC Clerk) Members of the Public: None</p>		
23HR/1	<p>Welcome from the Chair</p> <p>Meeting began at 18:33.</p> <p>Committee confirmed that as former chair, Cllr Muston chairs this meeting. Election of an HR Chair will be on the next HR Agenda.</p> <p>Approval: Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</p> <p>Cllr Muston welcomed everyone to the meeting and apologized for the omission to elect a chair.</p>	
23HR/2	<p>To Receive Apologies and Reasons for Absence</p> <p>No Apologies, however, Cllr Wright had confirmed that should would be late. Cllr Wright arrived at 18:36.</p>	
<p>Cllr Wright arrived at this point - 18:36</p>		
23HR/3	<p>To Receive Members' Declarations of Interest and Dispensations - None</p>	
23HR/4	<p>Public Participation - No members of the public present</p>	
23HR/5	<p>To Approve Minutes of HR Committee: 1st February 2023</p> <p>Approval: Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</p>	Approval
23HR/6	<p>Matters arising from Previous Meetings (for information only) - None</p>	Noted
23HR/6	<p>Action List - Nothing to report.</p>	
23HR/7.1	<p>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items - Nothing to report.</p>	
23/8	<p>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public – to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to</p>	Approved

Agenda Item	Item Description	Action/ Power
	<p>Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Marshall seconded. 4 in favour. 1 Abstention.</i></p>	
23/9.1	<p>Committee to consider and approve outstanding Human Resources issues raised at Full Council on 14th June 2023</p> <p>Approval: <i>Cllr Giles proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p>Amended Motion: In line with Section 85 of Local Government Act 1972 HR Committee recommend to Full Council that Cllr Williams be disqualified from Council due to his non-attendance at meetings. Committee also recommended that information should be sought by CAPALC to ensure the correct procedure was being followed to ensure correct recommendation was made to Full Council.</p>	Approved
23/9.2	<p>Committee to consider and approve drafting recommendation for August Full Council for a role of a Maintenance member of staff</p> <p>Approval: <i>Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p>Amended Motion: Clerk to draft a recommendation for August Full Council for a role of Maintenance member of staff and to investigate the possibilities of sharing such a role with other local organisations.</p>	Approved
23/9.3	<p>Committee to note that detailed contracts, people specification and job descriptions will be prepared for August Full Council</p> <p>Approval: <i>Cllr Muston proposed. Cllr Marshall seconded. Unanimous Approval.</i></p>	Approved
23/10	<p>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Wright seconded. Unanimous Approval.</i></p>	Approved
23/11	To Receive Correspondence addressed to the Committee - None	
23/12	<p>To Approve Communication of items from this Agenda</p> <p><i>Noted the confidential items on the agenda.</i></p>	For Decision
23/13	Date of next meeting(s): August 30 th at 6.30pm	
Meeting Ended: 19:39		