



<i>Meeting (No)</i>	HR COMMITTEE (1)
<i>Time & Date</i>	10am Tuesday 30th May 2023
<i>Place</i>	Neston Town Hall
<i>Document</i>	Agenda

HR COMMITTEE

The following members of Neston Town Council's HR Committee are hereby summoned to attend the above meeting which will be held on **Tuesday 30th May 2023** at Neston Town Hall, commencing at **10am** for the purpose of transacting the business as listed below.

Cllrs: P. Doughty, S. Hudspeth, S. Jones, P. Kynaston, S. Wastell.

The meeting is held in public and members of the public and the press are encouraged to attend. Confidential items pertaining to contractual or staffing matters have to be discussed in "Part 2" where only Councillors and reporting officers can be present.

Date of Notice: 24th May 2023

Zoë Dean

Locum Chief Officer

Neston Town Council

AGENDA		
PART 1: Items to be considered in the presence of the press and public		
1	Election of Chair for the HR Committee 2023/24 To elect the Chairman of the HR Committee for the ensuing Council year.	
2	Election of Vice Chair for the HR Committee 2023/24 To elect the Vice Chairman of the HR Committee for the ensuing Council year.	
3	Public Participation (<i>Maximum of 3 minutes per person</i>) Members of the public are invited to make representations, ask questions and give evidence in respect of any business being transacted at the meeting, and about any other matter for which the Town Council has responsibility.	
4	Apologies for Absence To receive and consider acceptance of reasons for absence and to note other absence.	
		Papers
5	Declarations of Interest To receive members' declarations of interest.	
6	Minutes To accept and sign the minutes from the HR Committee held on 29/11/22.	HR1/6
7	Finances To receive the HR committee's financial budget control statement for Month 1, 2023/24.	HR1/7
8	Confirmation of Ill Health Liability Insurance To note the renewal documentation associated with the Town Council's Ill Health Liability Insurance.	HR1/8
9	Exclusion of the Press and Public To consider that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.	
Part 2: Items to be considered in the absence of the press and public		
10	Staff Contracts & Job Descriptions	
a	To approve the updated Model Contract document, following staff consultation.	HR1/10 a
b	To agree that the Model Contract document will be tailored to each specific job role within the Town Council's staffing structure.	
c	To agree any necessary amendments to staff job descriptions.	HR/10c
11	Additional Staff To discuss a way forward for newly established admin and ranger posts to	

	enhance Neston Town Council's staffing structure.	
12	Finance Manager & RFO To consider a change in salary scale from SCP24 to SCP25.	
13	Locum Chief Officer Contract To consider the enclosed report and the recommendations.	HR1/13

"We are creating a sustainable market town with a vibrant centre for Neston, its residents, businesses and visitors by fostering a strong community spirit."