

# HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

## MINUTES of the HR Committee Meeting held on 2<sup>nd</sup> December 2019 in the Parish Room, South Darenth at 6.30pm

Present: Cllr I Blackamore  
Cllrs D Mitchell, C Page, P Rushbrook

In attendance: Lisa Bugler, Parish clerk

### 9 APOLOGIES FOR ABSENCE

None

### 10 DECLARATIONS OF INTEREST

None

### 11 MINUTES

The revised minutes of the last meeting held on the 10<sup>th</sup> June 2019 were signed as a true record.

### 12 PROBATIONARY PERIOD

After consulting with ACAS, Cllr Mitchell advised that full employment rights start from day 1 of employment and the probationary period is not applicable and should be taken out of the Parish Clerk's contract. An amended contract has been received and is to be signed by Lisa Bugler and the Chairman.

### 13 TRAINING AND JOB DESCRIPTIONS

The Clerk reported that she had commenced the CiLCA course but was finding it difficult to allocate adequate hours per week. Cllr Mitchell said that it must be a priority to assign sufficient time within the working week. Cllr Rushbrook suggested working from home to avoid disruption. The Clerk will trial both to establish the best solution and will report back at the next meeting.

The Clerk pointed out that she had holiday to take prior to the year end and it was agreed that the remaining holiday could be carried over and taken by, the end of January 2020.

The Councillors discussed the tasks that an Assistant Clerk could carry out on a 10 hour per week contract and it was decided that the Parish Clerk would draw up a job description to be examined at the HR meeting March 20. ACTION

### 14 CONTRACTS

The internal auditor had pointed out that no mention of the pension arrangements were included in the Clerk's contract. Cllr Mitchell read out the following extract from the ACAS website;

*"Do we need to include information in the contract about automatic enrolment and duties under the Pensions Act 2008?"*

*No.*

*The duties on employers under the Pensions Act 2008 are statutory duties. Employers do not need to include information about those statutory duties in the employment contract. Indeed it may be advisable for employers not to include this information in the contract, as there is a risk they could hard wire statutory rights as being contractual rights. There are separate communication obligations and duties that apply under the Pensions Act 2008 but that information can be provided outside the contractual documentation."*

The Council is a member of the Governments NEST scheme and details need only be on an accompanying document.

**15 PAYSCALES**

To be reviewed annually from the date of appointment.

**16 CONFIDENTIAL ITEM**

In order to progress a staffing matter.

**DATE OF NEXT MEETING**

2<sup>nd</sup> March at 6.30pm

Meeting ended at 7.24pm

Date:

Chairman: