

**Minutes of Histon & Impington Employment & Development**  
**7.30pm Monday 14<sup>th</sup> October 2024**  
**Parish Office, Recreation Ground, New Road, Impington**

**Employment & Development Minutes**

Membership: 5 + 2 ex-officio

Appendices: 0

Quorum: 3

<b>Agenda No:</b>	<b>Present: Cllrs:</b> Yvonne Murray (Chair), Steve Carrington, David Legge, Sarah Smith, Edd Stonham <b>Clerk:</b> Chelsea O'Brien	
ED24/018	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Chris Hobbs (personal)	
ED24/019	<b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> None declared	
ED24/020	<b>PUBLIC PARTICIPATION</b> None present	
ED24/021	<b>TO APPROVE minutes of the meeting 11<sup>th</sup> June 2024</b>  Proposed Cllr Stonham seconded Cllr Carrington all, 3 in favour to approve as an accurate record of the meeting. 3 abstentions noted.  Minutes of the meetings held 30 <sup>th</sup> October and 3 <sup>rd</sup> June to feature on the next agenda for approval	
ED24/022	<b>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 agenda item 24/023</b>  All in favour, <b>approved</b>	
ED24/023	<b>To Review Staff Review &amp; Development Feedback and Recommendations</b>  Confidential paper provided to Councillors only detailing review and development sessions of all staff and feedback received from nominated Councillors.  Recommendations proposed to be presented to October Full Council for Council to approve, report to be drafted and presented by the Employment and Development Committee. Committee noted next year a general staffing review is required as well as a 360 review and development process with scoring will be implemented to ensure performance is graded and scored against a criteria to ensure staff recognition.	<b>Oct Full Council</b>
ED24/024	<b>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting</b>  All in favour, <b>approved</b>	
ED24/025  025.1	<b>To review and approve Recruitment Pack for Assistant Parish Ranger/ Assistant Parish Groundsman</b>  Recruitment Pack including draft contract of employment and job description provided to Councillors only. Pack had been subject to a review from Parish Council Solicitors (as part of Parish Council HR Retainer). Cllr Carrington queried the process for training especially for the heavy machinery required for the role. Clerk confirmed existing staff supported by contractors would work well, with the option of the Council purchasing additional contractor hours if required to support training or safety briefings. Cllr	

	Carrington also noted the importance of qualifications and off-site training, supported by the Committee. Proposed Cllr Legge, seconded Cllr Stonham, all in favour to <b>approve</b> the recruitment pack. Item to be scheduled for November Full Council for Council to approve the post of employment and timetable for recruitment	<b>Nov Full Council</b>
<b>ED24/026</b>  <b>026.1</b>	<p><b>Staff Handbook*</b></p> <p>Review undertaken by Ashtons Solicitors, amendments include:</p> <ul style="list-style-type: none"> <li>• Introduction of family friendly policies including maternity, paternity, shared parental leave, leave to attend antenatal appointments, and compassionate leave</li> <li>• Carers Policy</li> <li>• Broaden drugs and alcohol policy</li> <li>• Broaden computer virus protection</li> <li>• Updated flexible working policy to reflect changes in legislation</li> </ul> <p>The Clerk noted professional oversight of Council policies (particularly staff/employment) provides a level of confidence to the staff team to ensure the Council is acting correctly and staff have the relevant and up to date information to hand</p> <p>Proposed Cllr Carrington, seconded Cllr Stonham all in favour, <b>approved</b>.</p>	
<b>ED24/027</b>  <b>027.1</b>	<p><b>NALC Model Contract of Employment</b></p> <p>Recommendation from Ashtons for all staff to be moved over to the NALC Model Contract of Employment  <i>"The NALC template is more up to date and includes the information required following the Good Work Plan and would be sufficient for use going forward"</i>  Copy of the model contract provided to all. Proposed Cllr Stonham, seconded Cllr Carrington all in favour all staff to be transferred over to the new model contracts.  <b>Approved</b></p>	
<b>ED24/028</b>	<p><b>Items for Next Agenda</b></p> <p>360 Review Process  Staffing Review  Pension Review and Recommendation</p>	
<b>ED24/029</b>	<p><b>DATE OF NEXT MEETING</b></p> <p><b>Meeting close: 9:02pm</b></p> <p><b>Next meeting: TBC</b></p>	