



NOTICE OF MEETING: **EMPLOYMENT & DEVELOPMENT**
TIME: 7.30pm
DATE: **Monday 14th October 2024**
VENUE: Parish Office, Recreation Ground

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council
9th October 2024

MEMBERS: 5 + 2 Ex Officio

AGENDA

QUORUM: 3

ED24/018	To Receive Apologies for Absence	
ED24/019	To Receive Declarations of Interests To receive declarations of pecuniary interest from Councillors on items on the agenda	
ED24/020	Public Participation To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	
ED24/021	To Approve minutes of the meeting held 11th June 2024 <u>attached</u>	For Decision
ED24/022	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	For Decision
ED24/023	To Review Staff Review & Development Feedback and Recommendations Confidential paper provided to Councillors only	For Decision
ED24/024	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	For Decision
ED24/025	To review and approve Recruitment Pack for Assistant Parish Ranger/ Assistant Parish Groundsman Recruitment Pack including draft contract of employment and job description* provided to Councillors only. Version provided has track changes showing recommendations from Parish Council Solicitors	For Decision
ED24/026	Staff Handbook* Review undertaken by Ashtons provided to Councillors only. To review and approve Staff Handbook	For Decision

ED24/027	<p>NALC Model Contract of Employment</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></p>	For Decision
ED24/028	Items for Next Agenda	
ED24/029	<p>Date(s) of next meeting – TBC</p> <p><i>*Parish Council approved Publication Scheme does not permit publication of policies and procedures for employment of staff</i></p>	

**Minutes of Histon & Impington Employment & Development
7.30pm Tuesday 11th June 2024
Parish Office, Recreation Ground, New Road, Impington**

Employment & Development Minutes

Membership: 5 + 2 ex-officio

Appendices: 0

Quorum: 3

Agenda No:	Present: Cllrs: Yvonne Murray (Chair), Chris Hobbs (Deputy Chair) Edd Stonham, Steve Carrington (co-opted during the meeting) Clerk: Chelsea O'Brien	
ED24/007	TO RECEIVE APOLOGIES FOR ABSENCE Cllrs Sarah Smith (personal), David Legge (personal)	
ED24/008	TO CO OPT TO THE COMMITTEE Proposed Cllr Stonham seconded Cllr Hobbs all in favour to co-opt Cllr Carrington to the Committee	
ED24/009	MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS None declared	
ED24/010	PUBLIC PARTICIPATION None present	
ED24/011	TO APPROVE minutes of the meeting 30th October 2023 and 3rd June 2024 noting meeting scheduled 9th January 2024 was postponed <u>Attached</u> Noting Cllrs Hobbs and Carrington were not present at the meetings held 30 th October and Cllr Carrington was not present at the meeting held 3 rd June, all agreed to defer approval of minutes to the next agenda	Next agenda
ED24/012	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 All in favour, approved	
ED24/013	To Consider change to remuneration to Head Parish Ranger to reflect change of responsibilities Confidential paper provided to Councillors only. In recognition of the seamless handover and adaption to the role and responsibilities at the Recreation Ground, proposed Cllr Stonham, seconded Cllr Hobbs to award a two-scale increase to Head Parish Ranger backdated to 1 st February 2024 All in favour and approved . Item for June Full Council to sanction	
ED24/014	To Consider Ground Staff and Parish Ranger Staffing Structure and review of job titles and implications of future use of 12 New Road - Recruitment pack for Head Parish Groundperson - Recruitment pack for Assistant Parish Ranger/Groundperson <i>(provided to Councillors only noting draft format and subject to change)</i> Councillors noted the use of Contractors at the Recreation Ground has been beneficial to Council. A review at the end of the cricket and tennis season is required to plan for next year. The part time Assistant Ranger role to support the Head Parish Ranger is still a requirement and noted as a priority of the Committee. All agreed Clerk to contact	Clerk

	<p>Ashtons to draft a temp to perm contract and review recruitment pack for consideration at the next meeting. It was noted the role should include horticulture work to support the landscaped and planted areas of the villages. Cllr Hobbs suggested an agenda item for each Committee of how this role could support the work of their committee, supported by all present. Cllr Hobbs and Clerk to draft for inclusion on each Committee agenda.</p> <p>No changes to staffing structure suggested at present.</p>	CH/Clerk
ED24/015	<p>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</p> <p>All in favour, approved</p>	
ED24/016	<p>To assess need for Young Persons Development and Sports Co-Ordinator role noting not included within the precept request for 24-25 any proposal would be earmarked for 25-26.</p> <p>Draft job specification provided to all for review and comment. Cllr Hobbs noted review of the staff organisation team, input from Youth Provision Working Group and formalising the booking and usage of facilities at the Recreation is required to build on the role. The concept of this role is relevant, detail to be reviewed and revisited at a later date</p>	
ED24/017	<p>DATE OF NEXT MEETING</p> <p>Meeting close: 8.40 pm.</p> <p>Next meeting: TBC</p> <p>Items for next agenda: To review updated Staff Handbook; To review Recommendation from Ashtons for all staff to move to NALC Model Contract; Review of Recruitment of pack for Assistant Parish Ranger</p>	