



# Oundle Town Council

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**Minutes of the Human Resources Committee Meeting held on Tuesday 10<sup>th</sup> September 2024 at 6.45pm in the Oundle Suite, Fletton House.**

**Members Present:** Cllrs I Clark, D Chapple, V Chesser and L Gray.

**In attendance:** Emma Baker – Town Clerk

**Absent:**

## 24.01P. Apologies for Absence

- 24.01P.01. To receive apologies for absence.  
Apologies were received and accepted from Cllr Schurer and Cllr Reichhold

## 24.02P. Declarations of Interests

To receive and consider any declarations of interest from Members under Section 50 of the Local Government Act 2000 (*Standing Order 13*)

(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- 23.02P.01. To declare any Disclosable Pecuniary Interests.  
23.02P.02. To declare any Other Interests.  
23.02P.03. To consider any requests for Dispensation.  
23.02P.04. To report any gifts or hospitality accepted over the value of £50.00.  
23.02P.05. To report any inappropriate gifts or hospitality offered.  
There were none

## 24.03. Minutes of Previous Meetings

- 24.03.01. PROPOSITION: 'To approve and sign the minutes of the Human Resources Committee Meeting held on 19<sup>th</sup> March 2024 as an accurate record.'  
(Standing Order 12c) \*  
The minutes were approved

**Proposed:** Cllr Chesser

**Seconded:** Cllr Chapple

**Resolved:** All in favour

## 24.04P. Representations from Interested Parties

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.**

(*Standing Order 3e and 3f*)

There were none

**24.05P. Consideration of Requests from Interested Parties**

**None**

*Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c).*

**Proposed:** Cllr Chapple

**Seconded:** Cllr Chesser

**Resolved:** All in favour

The meeting closed at 6.48pm

The meeting opened at 7.23pm

**24.06P Personnel Matters**

24.06P.01. To consider the Personnel Committee Terms of Reference.

It was agreed that the minimum number of committee members to be quorate would be amended to 3. The ToRs will be added to the full council meeting agenda for approval. It was also agreed that public participation would be removed from the agenda.

24.06P.02. To receive the staff appraisals for 2024.

The appraisals were received.

It was agreed that the Clerk ask staff what they think of the appraisal form and if there is anything they would like to add or change.

24.06P.03. To consider introducing well-being days for staff to take to improve mental health.

It was agreed that the Clerk obtain more information and examples of a well-being policy before a decision is made.

24.06P.04. To consider employing someone on a temporary basis to cover whilst staff member is off work.

It was agreed that the Clerk look into a system to improve the room booking process and start to process of employing a temporary person to cover the work.

**23.07P. Any other business for Report only**

There were none.

The meeting closed at 7.23pm

Signature:.....

Dated:.....12/11/24.....