

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**HR COMMITTEE MEETING**  
held at the Corn Exchange, Much Wenlock  
at 7.00pm on Tuesday, 11<sup>th</sup> October 2022

**Present:** Councillors John O'Dowd, Daniel Thomas and Duncan White (in the chair)

**In attendance:** Trudi Barrett – Town Clerk

## 1. Apologies

Councillor Marcus Themans – work

## 2. Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

None declared.

## 3. Dispensations

None requested.

## 4. Minutes

**It was RESOLVED to approve the minutes of the HR Committee meeting held on 14<sup>th</sup> June 2022.**

## 5. Changes to National Insurance Contributions

Members noted that from 6<sup>th</sup> November 2022 the temporary 1.25% increase in National Insurance rates was being reversed for the rest of the financial year:

- a. Employer NI would be reduced from 15.05% to 13.8%.
- b. Employee NI would be reduced from 13.25% to 12% on earnings above £6,396 per year.

## 6. 2022/23 Local Government Pay Claim

Members considered a briefing note from Shropshire HR on the 2022/23 Local Government pay claim. The Employers had made a final offer and unions representing the main local government NJC workforce were balloting their members. It was noted that the offer was above what had been budgeted in the Town Council's 2022/23 budget and would also impact on the 2023/24 budget.

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## Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED** and **RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present.

## 7. Staff Overtime

Councillors reviewed overtime accrued and considered how to address this.

**It was RESOLVED to review administrative staffing levels and consider whether the current working hours were sufficient to meet the needs of the Council.**

## 8. Employee Appraisals

- a. Members reviewed and **RESOLVED to approve the amended annual appraisal form.**
- b. Members considered arrangements for employee appraisals. **It was RESOLVED that the Clerk should carry out appraisals for the administrative staff, Guildhall Custodian, cleaner and handyman. The Clerk and Guildhall Custodian would jointly carry out appraisals for the Assistant Custodians. Councillors White and Thomas would carry out the Clerk's appraisal.**

**9. Review of Employee Handbook**

Members considered minor changes to the Employee Handbook recommended by the Council’s HR advisor, Telford & Wrekin HR. **It was RESOLVED to make the recommended amendments to sections 2.5 and 4.4 of the Employee Handbook and to completely remove the second paragraph of 6.4. References to the Finance, Asset Management and HR Committee should be changed to HR Committee.**

**It was RESOLVED that the Clerk should make the required changes and issue the revised Employee Handbook to employees, advising that any concerns could be discussed with the Clerk.**

The meeting closed at 7.55pm.

Signed: .....  
Chair

Date: .....