

Minutes of the Meeting of the Harworth and Bircotes Town Council's HR Committee held on Monday 8th December at 1.30pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans (Chair), Cllr Flynn, Cllr Jones and Cllr James

Others: Mrs Davies (Officer)

17912 To receive and consider any apologies and reasons for absence

No apologies received.

17913 To receive Declaration of Interest on any item on the agenda

No declaration of Interest received.

17914 To suspend the meeting to hold a public session for items on the agenda

No members of the public present.

17915 To consider the minutes of the HR Committee meeting held on 6th October 2025

Cllr Flynn proposed to accept the minutes of the HR Committee meeting held on 6th October 2025 as a true record; this was seconded by Cllr James and resolved by the Committee.

17916 To exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960 to enable consideration of staff matters.

No members of the public present.

17917 To consider the position of a new caretaker

Following the resignation of the caretaker the post was re-advertised. The Officer gave an update in the absence of the Line Manager, it was noted that an application for the post had been received and the applicant had been interviewed.

After discussion, Cllr Jones proposed to offer the position subject to a successful three-month probationary period; this was seconded by Cllr Flynn and resolved by the Committee to recommend to the Full Council.

17918 To receive feedback from the Staff meetings and matters raised.

The Officer gave a brief report in the absence of the Line Manager regarding the staff meeting.

Items raised:

- Requested new PPE ready for the winter months – this will be arranged.
- Requested to extend sick pay entitlements – the Officer looked into this, and it was noted that other larger Town council staff who have extended sick pay work under the Green Book contracts which the Town Council does not have; this will be looked into later in the year to be ready for the next year's budget and the extra cost for agency staff
- Request from staff for information in finding a new Caretaker – discussed above.