

St Cleer Parish Council

Minutes of the Human Resources Meeting on 20th March 2019, held at Council Sports Pavilion, Hockings House, St Cleer.

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| Sue Harbord, Councillor | Chair of Council | In attendance |
| Clive Sargeant, Councillor | | Apology Accepted |
| Brian Smith, Councillor | | In attendance |
| Tony Turton, Councillor | | In attendance |
| Derris Watson, Councillor | | Apology Accepted |
| Andy Webb, Councillor | Vice Chair of Council | Apology Accepted |
| Roni Jones | | |
| Members of the Public | | 0 |

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| Agenda item No. | Apologies for Absence | |
| 1 | As above | |
| 2 | <p>Members declarations</p> <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registerable interests c. Declarations of gifts d. Applications for dispensations <p>None</p> | |
| 3 | <p>Motion to Restrict the meeting due to the Agenda</p> <p>Under the Local Government Act 1972 ss 100 and 102 the meeting was proposed as restricted a its terms related to engagement and terms of service</p> <p>Proposed by BS, seconded SH and carried</p> | |
| 4 | <p>Minutes of Previous meeting</p> <p>To receive and approve minutes of the last meeting(s)</p> <p>The minutes of the 9.1.19 were proposed as an accurate record by SH and seconded by BS and carried</p> | |
| 5 | <p>Matters Arising</p> <p>Caretaker changes in role</p> <p>Transition going well with a number of concerns allayed or worked through.</p> <p>It was proposed by TT and seconded by BS that a request for RoSPA play and outdoor equipment inspection training / course funding of £270 was to be put to Parish.</p> | |

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| 6 | <p>Update from Appraisal of Clerk</p> <p>Objectives</p> <p>The Clerk went through the objective framework which was aligned to the following 'functions' as follows:</p> <ul style="list-style-type: none"> • CiICA • Secretarial • RFO • Governance • Community Engagement • HR • Health and Safety • Emergency Planning would need to be added <p>The Clerk raised the matter of two emails from Councillors</p> <p>Written record of Probationary Meeting</p> <p>It was noted that there had been a meeting held which had led to the letter of completion of the Probationary Period being sent.</p> | |
| 7 | <p>Clerk's Hours 2019-2020</p> <p>It had been agreed in September that due to circumstances presented within Parish that the Clerk be requested to work 21 hours for a period of 6 months, ending 31.3.19.</p> <p>A discussion ensued - It was agreed that a motion be put to Parish to continue the 21 hours, again for a further 6 months</p> <p>The Clerk would take a bolus of time to undertake the Gilca as a discrete work plan. Essentially study leave with Parish progressing as if the Clerk was on annual leave for a proposed initial 2 week period.</p> | |
| 8 | <p>Clerk Training Request</p> <p>The Clerk referred to SLCC training being offered locally in Procurement for LAs, it was Proposed by SH and seconded by TT that a request for the training / course funding of £85 was to be put to Parish. It was carried.</p> | |
| 9 | <p>Clerk Workplan</p> <p>The pressing items were:</p> <ul style="list-style-type: none"> • End of year – RIALTAS were suggesting that they undertake the IT change required to close the period and produce the AGAR; it was proposed that Parish be requested to fund this • Community Engagement • Emergency Planning • CCTV / Web installation at the Pavilion • Skate Park / MUGA refurb • Risk Assessment and STFS <p>It was agreed that the Clerk would circulate her action list to the HR group.</p> | |