

St Cleer Parish Council

Minutes of the Human Resources Meeting on 4th September 2019, held at Council Sports Pavilion, Hockings House, St Cleer.

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| Sue Harbord, Councillor | Chair of Council Vice Chair of HR Committee | In attendance |
| Jon Prinn | Chair of Estates | In Attendance |
| Brian Smith, Councillor | Appointed | In attendance |
| Tony Turton, Councillor | Appointed | Apology Accepted |
| Vacancy | Chair of FGPC | |
| Andy Webb, Councillor | Chair HR Committee Vice Chair of Council | In attendance |
| Roni Jones | | In attendance |
| Members of the Public | | 0 |

The first order of business was the appointment of the Chair and Vice Chair of the committee. Having indicated willingness to be appointed AW was proposed by JP for Chair and seconded by BS; motion carried. Having indicated willingness to be appointed SH was proposed by AW for Vice Chair and seconded by BS; motion carried.

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| Agenda item No. 1 | Apologies for Absence As above | |
| 2 | Members declarations <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registerable interests c. Declarations of gifts d. Applications for dispensations None | |
| 3 | Motion to Restrict the meeting due to the Agenda 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 Proposed by AW, seconded SH and carried | |
| 4 | Minutes of Previous meeting To receive and approve minutes of the last meeting(s) The minutes of the 20.03.19 were proposed as an accurate record by AW and seconded by SH and carried | |
| 5 | Matters Arising Appraisal and possible change to 360^o format It was agreed that the Clerk would devise and consult with the committee on a format for 360 appraisal so that all Councillors and others may take part in the appraisal of the Clerk | |

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| | <p>Supervision Record Form The Clerk presented a record form for Supervision with the caretaker. This was to augment the current HR policies and audits. The form was proposed by SH and seconded by BS and carried</p> <p>CilCA The Clerk had gained her qualification, and had been invited to join the Institute of Local Council Managers.</p> <p>TOR for the 19/20 year (With pay policy appended) This document was reviewed in the context of JP's induction and amendments, essentially to bring this policy in line with current contracts which were currently disaggregated. It was agreed to recommend the amended document to Parish for agreement proposed by SH and seconded by BS. Carried</p> | |
| 6 | <p>Training SLCC Conference & CALC training VAT and Hall Hire – Clerk Proposed by JP and seconded by SH and carried</p> <p>Training Action Plan and Policy The two documents which reflected current risk assessments and practices were discussed; It was agreed to recommend the amended document to Parish for agreement proposed by SH and seconded by AW. Carried</p> <p>RoSPA Training JR (Expenses associated) RJ updated the group on the forthcoming training and expense costs associated</p> <p>Councillor Skills Audit RJ asked the group for their opinion of the appended skills audit for the training proposed 2.10.19; It was agreed to progress this as useful to future planning.</p> | |
| 7 | <p>Training Policy and Procedure</p> <p>Item dealt with in 6 above</p> | |
| 8 | <p>Clerk Absence Policy</p> <p>The document which was an action from the risk assessments was discussed; It was agreed to recommend the document to Parish for agreement proposed by AW and seconded by JP. Carried</p> | |
| 9 | <p>Clerk Pay Scale</p> <p>The Clerk left the room; on her return she was advised that the document had been discussed. It was agreed to recommend the document to Parish for agreement proposed by AW and seconded by BS. Carried unanimously</p> <p>Procedure for paying employees</p> <p>The document which was an action from the recent CILCA was discussed; It was agreed to recommend the amended document to Parish for agreement proposed</p> | |

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| | by AW and seconded by BS. Carried | |
| 10 | <p>Deep Dives</p> <p>Equal Opportunity Policy and Action Plan Equality Impact Assessments Eq Opps Monitoring form</p> <p>The documents which was an action from the recent CILCA were discussed; It was agreed to recommend the documents to Parish for agreement proposed by JP and seconded by SH. Carried</p> <p>SH indicated her willingness to undertake the Equality Impact / GDPR reviews once the policy was in effect.</p> | |
| 11 | <p>Clerk's Hours from September</p> <p>It was agreed to ask the Clerk to continue with 21 hours to 31.12.19 and from 1.1.20 to recontract her for 16 hours per week on a contract variation.</p> | |
| 12 | <p>Clerk Workplan</p> <p>Action List – The Clerk discussed her workplan particularly noting the matters in relation to the Allotments</p> | |