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MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF  
BROCKWORTH PARISH COUNCIL HELD ON 29<sup>TH</sup> JANUARY 2020 AT  
THE BROCKWORTH COMMUNITY CENTRE AT 7PM

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- (1) Welcome from Chair of Committee
- (2) Attendance of those present to be recorded  
Councillors Charlotte Parry (Chair), Scott McNeill, Ruth Hatton, Debbie Harwood, Tracey Poulton
- (3) Apologies for absence received from Councillors Louise Gerrard & Sara Stevens,
- (4) There were no Declarations of interests on matters on the agenda received
- (5) Public session at the discretion of the Committee Chair - none
- (6) Approved and signing of draft minutes of previous meeting held on 10<sup>th</sup> December 2019
- (7) Approved financial reports
- (8) **Chair advised that due to confidential and sensitive information the exclusion of press and public under Standing Order 10A is necessary and the Committee will consider the following item in closed session**
- (9) STAFFING MATTERS CONSIDERED
  - (a) Staff structure and review of temporary clerk contracts agreed
  - (b) Other temporary staff agreed to carry forward if possible. Business Clerk to investigate contractor for playground inspections for contingency.
  - (c) Door Codes only for Admin staff. (security issues)
  - (d) Authority for Business Clerk to sign Employer Agreement for apprentice agreed
  - (e) Confirmation of line manager of staff is the Business Clerk (with support from Committee Clerk where appropriate)
  - (f) Provision of First Aid training agreed
  - (g) Committee agreed line of responsibility for Health and Safety matters- see processes booklet.
  - (h) Committee considered job description of Building Manager in further detail and agreed that the processes document supports the job description. "Responsibility for and to" to be added
  - (i) Update on recruitment of Community Administrator noted
  - (j) Update on uniform noted.
- (10) Date of next meeting confirmed 12/2/20
- (11) Meeting closed 20.30