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## MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 13TH OCTOBER, 7PM (ONLINE)

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- 1. Welcome from the Chair of the Committee**  
The Chair welcomed everyone to the meeting
- 2. Attendance of Councillors to be recorded**  
The following Councillors were in attendance: Cllrs Louise Gerrard (Acting Chair) Charlotte Parry (From agenda item 9) Debbie Harwood, Scott McNeil,
- 3. To receive and record any apologies for absence**  
Apologies were received from Cllr Sara Stevens
- 4. To record any declarations of interests on matters on the agenda**  
No interests were declared
- 5. To receive any public representations at the discretion of the Committee Chair**  
No public representations were received
- 6. To approve the minutes of the Human Resources Committee held on 9<sup>th</sup> September 2020**  
The minutes of the meeting held on 9<sup>th</sup> September 2020 were proposed by Cllr Gerrard, seconded by Cllr Harwood and unanimously APPROVED and signed by the Chair as a correct record
- 7. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.**  
It was proposed by Cllr Gerrard, seconded by Cllr McNeill to exclude the public from the remainder of the meeting and this was RESOLVED.
- 8. To consider the future of the Apprentice Role**  
The Clerk presented the committee with options to extend the current apprenticeship to a level 3 for a further 2 years or to employ a new apprentice. Following a short discussion it was proposed by Cllr Gerrard, seconded by Cllr McNeill to extend the current apprenticeship to a level 3 for a further 2 years. This was unanimously AGREED and the Clerk was also asked to explore options with the college about the potential to provide a grounds maintenance apprenticeship and to report back to the committee.
- 9. To consider a request from the Building & Grounds Committee to employ a part time weekend litter picker**  
Following a short discussion about the need for this role and the number of hours necessary, it was proposed by Cllr Parry, seconded by Cllr Harwood and unanimously

AGREED to advertise for a weekend litter picker for an average of 4hrs per week as soon as possible.

**10. To receive an update from the Clerk on the staff appraisal process**

Councillors have received template forms to provide anonymised feedback on staff performance and staff have also been circulated a template form to provide feedback on the Clerk. Appraisals will be booked with the Chair of HR at the beginning of November and the outcome feedback to the next HR committee.

**11. To discuss Council's pensions arrangements**

The Clerk provided an update on the current position and implications for Council. Following a short discussion, the Clerk was asked to seek advice about ongoing membership of the Local Government Pension Scheme.

**12. To discuss Community Centre staffing arrangements**

The Clerk provided an update on recent staff changes that have taken place as a result of the decision not to re-open the café and future catering arrangements. The new working arrangements of office staff to minimise contact and work from home where possible as a result of new COVID guidelines were also discussed.

**13. To consider matters relating to the Committees finances**

**(a) To Consider budget requirements for the work of the committee in 2021/22**

The committee considered the draft budget for 2021/22 and AGREED with the new budget line for Councillor Training.

**(b) To receive any financial reports relating to the work of the committee**

The Current expenditure against budget was NOTED

**14. To receive a verbal report from the Clerk on any urgent correspondence concerning the work of the committee**

The Clerk had nothing to report

**15. To note the date of the next scheduled Human Resources Committee which will be held on Tuesday 5<sup>th</sup> January 2021 at 7pm**

The date of the next scheduled meeting was NOTED and the Clerk was asked to arrange an additional HR committee at the end of November in order to consider the outcome of the staff appraisals.

The Chair closed the meeting at 8pm