
MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON TUES 14TH JULY 2020, 7PM (ONLINE)

- 1. Welcome from the Chair of the Committee**
The Chair welcomed everyone to the meeting
- 2. Attendance of Councillors to be recorded**
Cllrs Charlotte Parry (Chair), Ruth Hatton, Debbie Harwood, Louise Gerrard
- 3. To receive and record any apologies for absence**
No apologies were received
- 4. To record any declarations of interests on matters on the agenda**
No declarations of interest were made
- 5. To receive any public representations at the discretion of the Committee Chair**
No public representations were made
- 6. To approve the minutes of the Human Resources Committee held on 13 February 2020 and the notes of the Working Group held on 11 March 2020.**
The minutes of the Human Resources Committee held on 13 February 2020 and the notes of the Working Group held on 11 March 2020 were proposed by Cllr L Gerrard, seconded by Cllr R Hatton and unanimously APPROVED and signed by the Chair as a correct record.
- 7. To receive nominations for a temporary chairman for the Human Resources Committee to cover the maternity leave of the current chair.**
The Chair nominated Cllr L Gerrard as to act as temporary chair of the Human Resources Committee whilst she is on maternity leave, this was seconded by Cllr R Hatton and unanimously APPROVED
- 8. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted**
- 9. To approve the recruitment process for a Handy Person role**
The Clerk outlined the proposed job description, personal specification and salary for the role. This was APPROVED and the Clerk was asked to arrange for the job to be advertised as soon as possible. It was AGREED that the Clerk would carry out shortlisting, interviews and the necessary employment checks in conjunction with a member of the Human Resources Committee for ratification at a future Full Council meeting.
- 10. To receive a report from the Clerk on staff and councillor training needs**
Cllr Harwood joined the meeting at this point.

The Clerk outlined staff training and development currently in progress, recently completed and planned.

It was AGREED that the Community Administrator would undertake Cemetery Management training through the ICCM and that the Clerk would explore training and development opportunities for Councillors through GAPTC

11. To make arrangements for the conclusion of the Clerks probationary period

It was AGREED that the Clerk would draw up an assessment of how the first 12 weeks of employment has been and that a meeting to discuss this would be set up with the Chair of Council and Chair of HR Committee as soon as possible.

12. To note the latest information from the national pay negotiations and impact on council's future staffing budget

The Clerk reported back on the progress of the national pay negotiations. It was AGREED that once these were agreed nationally, that this would be applied to all council staff.

13. To note that the Council's Employment Handbook and Contract of Employment have been updated following legislative changes

These documents were noted and it was AGREED that the new model contract of employment would be used for upcoming recruitment of the Handyperson role

14. To receive any financial reports relating to the work of the committee

No reports were presented to the Committee

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

The Clerk notified the Committee that she was planning to take 2 weeks leave in Sept and that appropriate cover arrangements were in place.

The Clerk reported that Council's HR advisor provides staff management software and that the Clerk will install this and use it for staff records going forward.

It was noted that the next HR committee agenda would need to consider the following:

- Future of the apprentice role
- Any HR implications arising from the Community Centre Business Plan
- Lessons learned and any considerations arising from the COVID19 situation
- Managing staff annual leave

16. To date of the next Human Resources Committee which will be held on Tuesday 13th October 2020 at 7pm was NOTED

Meeting closed at 7.35pm