



Minutes of the meeting of the Human Resources committee held in Brockworth Community Centre, on **Thursday 19th September 2019 at 7.00 p.m.**

1.	Attendance recorded from Councillors’ Chris Evans, Charlotte Parry (chair) Scott McNeill, Ruth Hatton, Debbie Harwood, Louise Gerrard. Councillor Sara Stevens did not attend No members of the public attended. Management Consultant and Meeting Administrator attended.	Actions
2.	No Apologies were received	
3.	Chair advised on confidentiality of matters on the agenda due to sensitive personal data likely to be discussed	
4.	No Declarations of matters of interest on the agenda were received	
5.	Minutes of previous meeting approved and signed	BH – decision data base, Minute File
6.	Matters brought forward from previous meeting <ul style="list-style-type: none"> a. Parish Council Mobile Phone for use of staff when out of the office on Council business -JS Signing out system to be implemented- Agreed b. Holiday Hours booked through Councillors – minor alteration to system to enable scheduling of tasks to be arranged- whereby the Clerk (or lead member of staff) is involved in process before Councillor signs off - AGREED – holiday leave schedule report was made available and Noted Committee agreed Christmas close down as in previous years. c. Staff appraisals to be re-scheduled 	JS JS
7.	Committee were asked to appoint a new pensions administrator – noted	JS
8.	Chair advised that due to confidential and sensitive information the exclusion of press and public under Standing Order 10A was necessary	
9.	Other matters were discussed that are not in the public domain	
a.	TOIL-It was agreed that TOIL was stopped on 1/9/19 Committee agreed TOIL was taken on 9/9/19 and this is to be approved as TOIL. <u>No more Toil is now available.</u> Report was made available and noted Flexible working within a week is acceptable subject to Clerk management, with overview scrutiny by Chair of Council. Overtime for covering holiday leave to be approved by Clerk and then formally approved by Chair /Vice Chair of Council/Committee	JS
b.	Committee agreed it wishes to arrange up to date enhanced DBS checks for staff and an annual disclosure at annual appraisal and DBS to be annually updated	JS

c.	Committee agreed staffing contract not yet signed to be amended-	JS																																
d.	Committee discussed update on staffing matters and agreed actions <ul style="list-style-type: none"> • PATA payroll outsourced completed. • HMRC matters - it was agreed HMRC to be informed of an error in claiming employment allowance • Holiday cover kitchen assistant to be offered a zero hours contract 	Full Council to be informed																																
e.	Committee agreed it wishes to continue to subscribe to ELAS	JS																																
f.	Following decision by Full Council giving HR, Committee to agreed its strategy going forward-																																	
g.	Committee gave authority to the HR Chair/Vice Chair to act within the above strategy on behalf of the Council for meeting to discuss the situation –	CP/SS																																
h.	Councillors agreed its budget for 2020/21 should include provisional sums for <ul style="list-style-type: none"> • Professional/legal advice - ELAS • Possible Implications from review being conducted– • Training and professional development budget- currently CILCA training for Clerk/Assistant Clerk noted • Payroll administration – as previously agreed by full council - £65.per month • Any other items – overtime provision – show separately 																																	
10	Current year to date against Budget figures to 21/8/19 and proposal for next year <table border="1" data-bbox="252 1193 1018 1637"> <thead> <tr> <th>expenditure</th> <th>budget</th> <th>actual</th> <th>Budget 2020</th> </tr> </thead> <tbody> <tr> <td>Contingency for previous years actions</td> <td></td> <td></td> <td>10000</td> </tr> <tr> <td>Payroll fees</td> <td></td> <td></td> <td>780</td> </tr> <tr> <td>Professional consultancy fees</td> <td></td> <td></td> <td>1500</td> </tr> <tr> <td>staff costs (all)</td> <td>131,265</td> <td>49,677</td> <td>165k</td> </tr> <tr> <td>Memberships and subscriptions</td> <td></td> <td>507</td> <td>1236</td> </tr> <tr> <td>Training (all)</td> <td>3,200</td> <td>700</td> <td>2000</td> </tr> <tr> <td>Temporary staff cover</td> <td>2500</td> <td>380</td> <td>0</td> </tr> </tbody> </table>	expenditure	budget	actual	Budget 2020	Contingency for previous years actions			10000	Payroll fees			780	Professional consultancy fees			1500	staff costs (all)	131,265	49,677	165k	Memberships and subscriptions		507	1236	Training (all)	3,200	700	2000	Temporary staff cover	2500	380	0	
expenditure	budget	actual	Budget 2020																															
Contingency for previous years actions			10000																															
Payroll fees			780																															
Professional consultancy fees			1500																															
staff costs (all)	131,265	49,677	165k																															
Memberships and subscriptions		507	1236																															
Training (all)	3,200	700	2000																															
Temporary staff cover	2500	380	0																															
11	Any other business at the discretion of the Chair -																																	
	Meeting closed 20.51pm Date of next meeting 30 th October 2019 at 7pm	BH DH																																

