
AGENDA OF THE HUMAN RESOURCES COMMITTEE MEETING OF
BROCKWORTH PARISH COUNCIL TO BE HELD ON 29TH JANUARY
2020 AT THE BROCKWORTH COMMUNITY CENTRE AT 7PM

- (1) Welcome from Chair of Committee
- (2) Attendance of those present to be recorded
 - Councillors Charlotte Parry (Chair), Scott McNeill, Ruth Hatton, Debbie Harwood, Sara Stevens, Louise Gerrard, Tracey Poulton
 - Members of the public
 - Invited guests
- (3) Apologies for absence received to be recorded
- (4) Declarations of interests on matters on the agenda to be received
- (5) Public session at the discretion of the Committee Chair
- (6) Approval and signing of draft minutes of previous meeting held on 10th December 2019
- (7) Approval of financial reports and any specific expenditure up to £1,000 per item – item 9d
- (8) **Chair to advise 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 TO BE CONSIDERED
 - (a) Staff structure and review of temporary contracts
 - (b) Authority for Business Clerk to sign Employer Agreement for apprentice
 - (c) Confirmation of line manager and mentor for Apprentice as role includes local Government work as well as Community Building
 - (d) Consideration of First Aid training
 - (i) Committee to agree whether to refresh current staff members training (4) or to extend training to other staff members. Committee to note “add-on costs” of overtime or additional staff cover are not included in the figures below
 - (ii) bespoke in the sum of £590.75 for up to 8 candidates
 - (iii) off site courses at cost of £90 per candidate (+3)
 - (e) Committee to agree line of responsibility for Health and Safety matters
 - (f) Committee are asked to consider job description of Building manager in further detail
 - (g) Update on recruitment of Community Administrator
 - (h) Update on staff uniform
- (10) Date of next meeting to be confirmed as
- (11) Meeting to be closed

DRAFT MINUTES OF MEETING OF THE HUMAN RESOURCES
COMMITTEE HELD IN BROCKWORTH COMMUNITY CENTRE, ON
10TH DECEMBER 2019 AT 7PM

(1) Attendance recorded as

Councillors' Scott McNeill, Ruth Hatton, Debbie Harwood, Louise Gerrard,
Committee agreed to elect Louise Gerrard as Chair of meeting

Apologies recorded from Councillor Charlotte Parry (chair).

Absence recorded of Councillors Tracey Poulton and Sara Stevens

(2) No Declarations of matters of interest on the agenda received

(3) Committee approved the draft minutes of 26th November 2019-

(4) Committee noted update and confirmed that the Business Clerk with Chair of
Committee are authorised to appoint apprentice

(5) Committee noted update on recruitment process and confirmed that the Clerk
with Chair of Committee are authorised to appoint Community Administrator.

(6) Noted update on key person insurance cover – the application was
unsuccessful.

(7) Date of next meeting 14th January 2020 at 7pm

Meeting closed at 7.06pm

 OPERATING REPORT FOR HR

| | code | budget expenditure | expenditure |
|-------------------------------------|------|-----------------------|---------------|
| PC staff costs * costed to dept | 5000 | 71455 | 40456 |
| LOCUM staff costs | 5000 | | 7105 |
| Cb staff costs * costed to dept | 6000 | 59810 | 22083 |
| b&G staff costs* costed to dept | 5000 | | 8640 |
| temporary cover * costed to dept | 6500 | 2500 | 492 |
| kitchen staff costs *costed to dept | | | 26562 |
| Total staff costs | | 133765 | 105338 |
| Other HR Costs | | | |
| membership /subscriptions ELAS | 5120 | | 816 |
| Training PC | 5125 | 2200 | 700 |
| protective clothing | 5126 | | 11 |
| travel for staff | 5135 | 350 | 27 |
| Total other HR Costs | | 2550 | 1554 |