

AGENDA OF THE HUMAN RESOURCES COMMITTEE MEETING OF
BROCKWORTH PARISH COUNCIL TO BE HELD ON 13TH FEBRUARY
2020 AT THE BROCKWORTH COMMUNITY CENTRE AT 2.30 PM

- (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 29th January 2020
- (7) **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**
- (8) STAFFING MATTERS TO BE CONSIDERED
 - (a) Pay increase due increase in National Minimum Wage
 - (b) Un-used holiday for 2019/20
- (9) Date of next meeting to be confirmed as 29th April 2020
- (10) Meeting to be closed

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

- (11) Welcome from Chair of Committee
- (12) Attendance of those present to be recorded
Councillors Charlotte Parry (Chair), Scott McNeill, Ruth Hatton, Debbie Harwood, Tracey Poulton
- (13) Apologies for absence received from Councillors Louise Gerrard & Sara Stevens,
- (14) There were no Declarations of interests on matters on the agenda received
- (15) Public session at the discretion of the Committee Chair - none
- (16) Approved and signing of draft minutes of previous meeting held on 10th December 2019
- (17) Approved financial reports
- (18) **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**
- (19) 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.
- (20) Date of next meeting confirmed 12/2/20
- (21) Meeting closed 20.30