

Minutes of the Personnel Committee meeting held on Tuesday 24th August 2021 at 19:00

Present: Councillors: Foskett, Widdowson, and Lawar (Chair)

Also present: Parish Manager (PM) and Environment & Premises Officer (EPO)

1. Welcome and register of those in attendance
2. Apologies for absence
It was proposed by Cllr Foskett and seconded by Cllr Widdowson that the absence from Cllr Whelan was a valid reason, this was agreed by all. RESOLVED
3. Declaration of members' interests
Nothing declared.
4. Public Question Time
There were no members of the public present and no questions provided in advance.
5. Minutes of the meeting previous meeting
5.1. <u>Minutes of the previous meeting</u> held on Monday 14 th June 2021 were reviewed by the Members and were agreed as a true record. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and agreed by all. RESOLVED
5.2. <u>Review of resolutions</u> - Members reviewed the list and the Parish Manager explained the vexatious policy was on hold awaiting comments from SLCC. The other item about resource was to be discussed as a separate agenda item.
5.3. <u>Personnel Committee action plan and focus</u> – Target dates on all the items were agreed and the list will be updated and circulated. Cllr Widdowson agreed that he would be willing to organise and lead on the Parish tour for new Cllrs and any other Cllrs who wished to be involved. The EPO was also willing to assist. Details will be circulated by the office once dates and times are agreed. ACTION
6. Health and Safety project
6.1. The EPO circulated the project plan following the initial review and the health and safety audit from Ellis Whittham. The target dates are as originally set up Ellis Whittham and will be adjusted to be more realistic and fit within the EPO's contract. Priorities were agreed with those based on staff to be the first items to be completed. An update will be provided against the plan at a future meeting, possibly in November. ACTION
7. Human Resources supplier
7.1. Parish Manager explained that the policies, procedures and action plan highlighted the specific actions that the HR department are working on at this time. Deadlines were also noted. Updates will be provided in November. In relation to the HR strategy and future resourcing considerations it was agreed that a meeting with this group should be held with the HR consultant. PM will organise. ACTION
8. Resourcing update
8.1. The Parish Manager provided information about the operational plans for the extension of the Ranger role to support the Community Liaison Officer's role. The plan is to be reviewed with the two staff members and personnel committee will be updated to the outcome. The advert for the third ranger would then be distributed. After much discussion it was agreed that admin resource needed to be reconsidered in relation to future expectations that are not clearly agreed yet. With holidays and covid still creating operational issues having to train a new staff member was not seen as beneficial.



8.2. Annual Pay discussion – The review to date by the national bodies was circulated. Cllr Widdowson noted that this is normally resolved by October.

9. Budget for 22/23

In relation to the new committee structure and the terms of reference of this committee the members are asked to review the costs associated to the elements that this committee is responsible for. Members should agree to review these expenditure items and agree a budget to be put forward to the Finance, Governance & Asset Committee.

10. Confidential item relating to Human resources

10.1. It was proposed by Cllr Foskett and seconded by Cllr Lawar that due to item 10.2 being of a confidential nature it was advisable for the public and press to be excluded. There were no public present but the minutes of this item will remain confidential to this Committee Members only. Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded


10.2. The Parish Manager updated the committee on several resourcing issues. Actions were agreed and support from HR Department will be sought.

11. Next meeting

The Parish Manager and the Chair would agree the dates for the rest of this financial year.

The meeting was closed at 21:02

Chair


Patricia Lawar

Date 02-11-2021