

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH HUMAN RESOURCES COMMITTEE** held at Normandy Cricket Club on **THURSDAY 1 JULY 2021** at 7.30 pm.

Committee Members present Cllrs Mark Galloway, Amy McLeod, Philippa Mitchell, Bob Hutton and Pat Tugwell

Non-committee members present Andy Beams (Locum Clerk)

HR-01 APOLOGIES

RESOLVED: Apologies were received and approved from Cllr Geoff Doven.

HR-02 ELECTION OF CHAIRMAN

RESOLVED: Cllr Bob Hutton was unanimously elected as Chairman.

HR-03 ELECTION OF VICE-CHAIRMAN

RESOLVED: Cllr Mark Galloway was unanimously elected as Vice-Chairman.

HR-04 DECLARATIONS OF INTEREST

None.

HR-05 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the meeting held on 4 May 2021 were approved as a true record and signed by the committee Chairman.

HR-06 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

HR-07 TERMS OF REFERENCE

This item was deferred due to the wrong supporting document being circulated. The correct document will be circulated to Members and amendments agreed before being presented to Council for adoption.

HR-08 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

HR-09 STAFF MATTERS

(a) Review of existing staff structure and contractual arrangements

Members reviewed the existing staff structure, understanding who was on payroll and who were used as contractors. The cleaner of the playground equipment is on a temporary contract which will expire when government regulations end. The other role needs a clearer job description and a contract of employment, but the detail of this is subject to the review being undertaken by the Communications Working Group and a decision on the detail will be deferred until the Working Group has reported to Council.

(b) Review of Employee Handbook and staff policies

RESOLVED: That the Employee Handbook is adopted, with the contents to be regularly reviewed by the committee, or upon legislative changes.

(c) Review of future staffing requirements

Members discussed the options for a permanent Clerk role, and whether this should be full time or split between two part time roles for a Clerk and Assistant Clerk, with the RFO role included in one of the job descriptions. The Locum Clerk will source adverts from other councils for information and circulate these so a draft advert(s) and job description(s) can be formulated.

HR-10

MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS

It was agreed to hold a further meeting of the HR committee on 29 July at 7pm to agree the role(s) and job advert(s).

There being no further business, the meeting ended at 8.55 pm.