

# 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 25 NOVEMBER 2021** at 6.30 pm.

**Committee Members present** Cllrs Bob Hutton (Chairman), Amy McLeod and Pat Tugwell

**Non-committee members present** Andy Beams (Locum Clerk)

**HR-27 APOLOGIES**

Apologies were received and accepted from Cllr Mark Galloway.

**HR-28 DECLARATIONS OF INTEREST**

None.

**HR-29 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** The minutes of the meeting held on 21 October 2021 were approved as a true record.

**HR-30 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**HR-31 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-32 NEW STAFF MEMBER**

**(a) To agree job description for handyperson and determine means of inviting applications**

It was noted that there had been some miscommunication with regard to this item, as it had previously been agreed that the handyperson would be on contract (rather than employed) and the awarding of the contract will be dealt with by the Estates & Facilities Committee.

**RESOLVED:** To allow the Estates & Facilities Committee to manage the process of finding a new handyperson.

**(b) To confirm the extension of the Administration Assistant support**

Cllr Hutton outlined the excellent work that had been completed to date, and the benefits of extending the contract period.

**RESOLVED:** That the contract for the Administration Assistant be extended until Christmas.

**(c) To consider staff vacancies and agree any actions**

Cllr Hutton reminded Members of the current situation with no suitable qualified applicants for the Clerk role, and the Assistant Clerk having resigned. The options for the role were discussed, and it was agreed the priority should be to recruit a Clerk then determine what other support is required.

**RESOLVED:** The Locum Clerk was asked to redraft the Clerk job advert to encourage either full time or part time applicants and emphasising that the salary would be dependent on experience. The draft to be approved by Cllr Hutton before publishing with an application deadline of 7 January 2022.

**HR-33**

**COUNCILLOR VACANCY**

It was agreed to deal with this item in the Council meeting to follow later in the evening.

**HR-34**

**MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS**

None.

There being no further business, the meeting ended at 7.03 pm.