



ST. AGNES PARISH COUNCIL

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Human Resources Committee meeting – 23rd April 2019

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, 09:45.

Present: Cllrs Clark (Chair), Bunt, Field, Rodda, Slater.

Absent: Cllr Brown.

In attendance: L Dunkley, Parish Clerk (late); C Callaway, Officer. 0 members of the public.

H47/18 Apologies for absence

RECEIVED apologies from Cllr Brown.

H48/18 Declarations of Interest/Requests for Dispensation. None.

H49/18 Approval of the minutes of the meeting of 7th February 2019.

RESOLVED that the Minutes of the Meeting of the HR Committee as above having been previously circulated, be taken as read, approved and signed (1 amendment: H40/18, DBS cost = £60 and not £56). Cllrs Clark/Slater.
Unanimous.

H50/18 Staff training report

RECEIVED as above detailing events and training sessions attended by staff since the last meeting.

H51/18 Councillor training spreadsheet

RECEIVED as above detailing training and information sessions attended by Cllrs to date.

H52/18 Forthcoming training and events

RESOLVED to fund as follows:

ACAS Essential skills for line managers, July 2019: 1 employee (£175)

ACAS Managing discipline and grievance, September 2019: 1 employee + 1 Member of HR Committee (£175pp)

SLCC National conference, October 2019: 1 employee (£375)

Cllrs Slater/Field. Unanimous. **Clerk to pursue.**

H53/18 Cycle to Work scheme

CONSIDERED participating as above.

**Clerk entered the room; C Callaway left the room*

Appointed Cllrs Bunt and Roberson (to be approached) to meet with Cornwall Council advisors to investigate possibilities. **Clerk to pursue.**

H54/18 Suggested items for next agenda

NOTED the following: Appoint Chair of Committee.

Signed:
Date:

H55/18 Public Bodies (Admissions to Meetings) Act 1960

RESOLVED that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following item: Staffing. Cllrs Clark/Bunt. Unanimous.

H56/18 Matters arising from the minutes. None.

H57/18 New staff Welcome

NOTED and welcomed new members of staff to the Council who joined on 1st April 2019: Andrew Ley, Emma Pellatt and Rachel Goldburn. Photos of all staff and Cllrs should be conducted for inclusion on the Council website, staff to be paid to attend (or otherwise time off in lieu); the event to also act as a way for all Cllrs and Staff to meet each other. **Clerk to arrange for late May or June.** All staff have also been invited to the Annual Parish Meeting on 29th April and to Insights training on 6th June.

H58/18 Review of officer role

RECEIVED an update as above regarding C Callaway, CiLCA qualification and the changing demands of the office team. **CONSIDERED** the need for a post of Deputy Clerk and the viability of internal appointment. A lengthy and detailed discussion ensued on all five recommendations made by the Clerk. **RESOLVED** to recommend to Full Council to resolve the following:

- To create the role of Deputy Clerk, using the job description attached
- to set the hours of the role at 21 per week
- to set the starting salary level at SCP29
- to appoint C Callaway to the position as of 13th May 2019
- to backdate the SCP29 salary level to 1st March 2019 to recognise works already undertaken and the qualification already achieved.

Cllrs Bunt/Slater.

Formal congratulations were offered to C Callaway for successful completion of the Certificate in Local Council Administration. Formal thanks were given to the Clerk for the extensive research undertaken and information acquired to arrive at the above resolution.

The meeting closed at 10:50.

Signed:
Date: