



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801

clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk

Human Resources Committee meeting – 9th August 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, Johns, Ripper, Slater.

Absent: Cllr Hougham

In attendance: L Dunkley, Parish Clerk. 0 members of the public.

H1/19 Election of Chair

ELECTED Cllr Clark as Chair of the Committee for 2019/20. Cllrs Ripper/Slater. Unanimous.

H2/19 Apologies for absence

RECEIVED apologies from Cllr Hougham.

H3/19 Declarations of Interest/Requests for Dispensation. None.

H4/19 Approval of the minutes of the meeting of 23rd April 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. Cllrs Field/Bunt. 4 voted in favour, 2 abstained: Cllrs Johns, Ripper.

H5/19 Staff training report

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

H6/19 Councillor training spreadsheet

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

H7/19 Cycle to Work scheme

RECEIVED an update on the above following discussion with Cornwall Council. The Clerk advised that the scheme allows employees to save tax deductions on payments for cycling equipment, but offers little financial benefits in the long term for employees. It was felt currently not to be feasible or beneficial. **No further action to be taken.**

H8/19 Library Volunteer policy and procedure

RESOLVED to adopt as circulated with the following amendments: Minor language alterations. Cllrs Clark/Ripper. Unanimous. **Clerk to publish.**

H9/19 Existing policy and procedure reviews

CONSIDERED the suitability of the following existing policies. The addition of a new document in a glossary format showing which title refers to which role should be produced (i.e. Proper Officer = Clerk). **Clerk to action. RESOLVED** to adopt as circulated with the following amendments:

- Appraisal and Development Scheme: No changes.

Cllrs Clark/Ripper. Unanimous.

- Dignity at Work Policy: Grammatical changes; addition of information for a point of contact for the Clerk (Chair of HR).

Cllrs Bunt/Slater. Unanimous.

Signed:

Date:

- Drug and Alcohol Abuse Policy: Minor language alterations.

Cllrs Field/Ripper. Unanimous.

- Equal Opportunities Policy: Removal of “including Cornish”.

Cllrs Bunt/Ripper. Unanimous.

- Grievance Procedure: Clarifying that employees may be accompanied by a companion at grievance meetings; clarified that three Members of the HR Committee will attend a grievance meeting; Grammatical changes; addition of information for a point of contact for the Clerk (Chair of HR).

Cllrs Bunt/Slater. Unanimous.

- Health, Safety and Welfare Policy: Minor language changes; clarification of the distinction between the Proper and Safety Officers; clarification of location of COSHH records.

Cllrs Clark/Field. Unanimous.

- Lone Worker Policy. Minor language changes; clarification that all lone workers should have access to a communications device and contact a colleague to inform of any changes to plans or if any difficulties arise; addition of the caveat that lone workers in the office may permit entry to the office by another party at their discretion; addition of reference to library staffing rota written to ensure minimal lone working and that the library should remain open to the public during stated hours.

Cllrs Ripper/Slater. Unanimous.

- Training and Development Policy. Minor language changes.

Cllrs Johns/Bunt. Unanimous.

- Whistleblowing Policy. Minor language changes.

Cllr Slater/Field. Unanimous.

Clerk to publish and circulate.

**The Committee agreed by consensus to extend the meeting by a further 30 minutes in order to complete items of business on the agenda.*

H10/19 New policies and procedures

CONSIDERED the suitability of the following new policies and **RESOLVED** to adopt as amended the following:

- Absence Management Policy: Clarification of navigating sections within the policy; introduction of a note on presenteeism; changing the trigger for investigation from ‘12 days’ to ‘5 instances’ of absence in a 12-month period. It was suggested that a standard “return to work” form should be developed and utilized.

Cllrs Johns/Ripper. Unanimous.

- Capability Procedure: No changes.

Cllrs Slater/Ripper. Unanimous.

- Disciplinary Procedure: Minor language changes.

Cllrs Ripper/Slater. Unanimous.

- Flexible Working Policy: No changes. It was suggested that a standard “flexible working request” form should be developed and utilized.

Cllrs Ripper/Field. Unanimous.

- Leave Policy: Addition of categories of ‘step’ family members, grandparents and grandchildren on the qualifying relatives list to which employees may be entitled to compassionate leave with pay.

Cllrs Ripper/Clark. Unanimous.

Signed:
Date:

**The Committee agreed by consensus to again extend the meeting by a further 30 minutes in order to complete items of business on the agenda.*

- Maternity, Adoption and Paternity Policy: Addition of reference explicitly to 'Keeping In Touch' (KIT) days. Cllrs Ripper/Johns. Unanimous.

- Shared Parental Leave Policy: No changes. Cllrs Ripper/Slater. 5 in favour, 1 against: Cllr Johns.

- Bank Holiday and Annual Leave calculations for part time staff. No changes. Cllrs Field/Ripper. Unanimous.

Clerk to publish and circulate.

Thanks were given by Cllr Clark to the Clerk for preparing the documents and to Cllrs for taking the time to read through the material.

H11/19 Christmas Closure

CONSIDERED as above. The Clerk was instructed to form a draft policy for resolution at a future meeting to include the following detail:

- Specific dates of Christmas closure of the office and the library to be delegated jointly to the Clerk and the Chair of HR;
- No requirement for office and library staff to deduct closure days from their annual leave tally;
- No toilet cleaning requirements on Christmas Day;
- Toilet cleaning required on Boxing Day and New Years' Day and will be paid at double the hourly rate and another days leave added to the employee's total;
- Handyperson not required to undertake routine or project work, but to be on call during specified dates agreed by the Clerk and Chair of HR. To be paid standard weekly hours in the event that the total number of weekly hours is not reached.

H12/19 Organisational chart

RESOLVED to adopt and publish. Cllrs Slater/Field. Unanimous. **Clerk to publish.**

H13/19 Staff name badges

RESOLVED to provide as detailed as part of staff uniform, with preference give to magnetic fastening and the first design on the circulated document. Cllrs Bunt/Johns. Unanimous. **Clerk to pursue.**

H14/19 Suggested items for next agenda

NOTED the following: Staff appraisals; Handyperson review; Christmas Closure policy; Expansion of services undertaken by Council.

H15/19 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 Bunt/Clark. Unanimous.

H16/19 Matters arising from the minutes. None.

The meeting closed at 12:45.

Signed:
Date: