



# ST AGNES PARISH COUNCIL

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## Human Resources Committee meeting – 4<sup>th</sup> November 2019

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, 14:15.

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

**Absent:** Cllr Hougham, Johns.

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

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### H32/19 Apologies for absence

**RECEIVED** apologies from Cllrs Hougham, Johns.

**H33/19 Declarations of Interest/Requests for Dispensation.** None.

### H34/19 Approval of the minutes of the meeting of 18<sup>th</sup> September 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 Clark/Ripper. 4 in favour, 1 abstained: Cllr Bunt.

### H35/19 Staff training report

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

### H36/19 Councillor training spreadsheet

**RECEIVED** as above detailing events and training sessions attended by Cllrs to date. **Clerk to add Library Kiosk training.**

### H37/19 Forthcoming training and events

**RESOLVED** to fund as follows:

SLCC Practitioner Conference, February 2020, Warwickshire, 1 employee (£299).

Cllrs Bunt/Slater. Unanimous.

Menopause and the workplace, February 2020, Plymouth, 2 employees (£110pp).

Cllrs Bunt/Ripper. Unanimous.

Safeguarding and Safer Recruitment training may be useful for staff and Cllrs and should be pursued. Cllr Field has undertaken these courses. **Clerk to investigate.**

### H38/19 Suggested items for next agenda.

**NOTED** the following: Staffing structure review update; CILIP Membership for Library Manager.

### H39/19 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 Slater/Bunt. Unanimous.

**H40/19 Matters arising from the minutes.** None.

Signed:

Date:

**H41/19 Staff Appraisal 2019 completion**

**NOTED** as above for H Thomas. **CONSIDERED** implications, including training needs (Health and Safety) and the need for annual leave cover to be addressed.

**H42/19 Staff Appraisal 2019 completion**

**NOTED** as above for J Pickersgill. **CONSIDERED** implications, including the need for another deep clean at the toilet blocks, and transitioning to eco-friendly cleaning products. **Clerk to investigate parking permit for roadside at Trevaunance Cove WCs.**

**H43/19 Staff Appraisal 2019 completion**

**NOTED** as above for E Pellatt. **CONSIDERED** implications, including training needs (Handling difficult customers).

**H44/19 Staff Appraisal 2019 completion**

**NOTED** as above for R Goldburn. **CONSIDERED** implications, including training needs (Microsoft Publisher).

**H45/19 Staff Appraisal 2019 completion**

**NOTED** as above for the Library Manager. **CONSIDERED** implications, including professional body (CILIP) membership as a first step to towards professional certification if desired, and potential training on delivering appraisals.

The Committee expressed thanks to all Library Members of Staff for their positive attitude and proactivity and recognized the contributions made in a challenging year.

**H46/19 Staffing structure of the Council**

**CONSIDERED** the need for a review as above and appointed a working party to investigate an approach for tackling current capacity issues and future strategy. Working Party Members: Cllrs Ripper, Clark, Slater and the Clerk – also open to all HR Committee Members. **Clerk to convene.**

**H47/19 Budget considerations 2020/21**

**CONSIDERED** budget needs for 2020/21. Figures to be fed back to Full Council.

The meeting closed at 15:45.

Signed:

Date: