



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
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Human Resources Committee meeting – 31st January 2020

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 (late), Ripper, Slater.

Absent: Cllr Hougham.

In attendance: L Dunkley, Parish Clerk. 1 member of the public.

H48/19 Apologies for absence

RECEIVED apologies from Cllr Hougham.

H49/19 Declarations of Interest/Requests for Dispensation. None.

H50/19 Approval of the minutes of the meeting of 4th November 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 Ripper/Slater. Unanimous.

**Cllr Johns entered the room*

H51/19 Presentation: Health and Safety Services and needs of the Council

RECEIVED as above from Ellis Whittam Ltd. The company has been recommended by Newquay Town Council officers and works with 14 town and parish Councils in Cornwall, and 200 across the UK. Gave context to Health and Safety in law, management of risk, liabilities, training etc. Also gave context around HR services. **RESOLVED** to request formal quotations and bring back for discussion and decision. Cllrs Clark/Bunt. Unanimous. **Clerk to request detailed quotation and specification for Health & Safety Services alone, and then H&S and HR combined, over 3 years and 5 years.**

H52/19 Staff training report

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

H53/19 Councillor training spreadsheet

RECEIVED as above detailing events and training sessions attended by Cllrs to date. **Clerk to alter colours on chart.**

H54/19 Forthcoming training and events

RESOLVED to fund as follows:

Climate Emergency Webinars x5 1.5 hour sessions. Feb-April. Total £300.

Cllrs Ripper/Field. 5 voted in favour, 1 abstained: Cllr Johns. **Clerk to pursue.**

H55/19 Suggested items for next agenda.

NOTED the following: Health and Safety/HR support quotations.

H56/19 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 Ripper/Bunt. Unanimous.

Signed:

Date:

H57/19 Matters arising from the minutes. Clerk to chase up outstanding actions.

H58/19 Staffing contingency plans

CONSIDERED plans for potential long-term absences and current capacity. A working group shall be formed to investigate how the Council deals with staffing contingency and to review normal staffing numbers and structure - working group members and remit per H46/19. **Clerk to action ASAP.**

**The Clerk left the room*

H59/19 Staff Appraisal 2020 completion

NOTED as above for the Clerk. **CONSIDERED** recommendations and implications resulting from the process.

**Cllr Field left the room, the Clerk re-entered the room*

RESOLVED to agree future plans per the appraisal document and to adjust Clerk salary to SCP 42 from 1st April 2020. Cllrs Ripper/Slater. 4 in favour, 1 abstained: Cllr Johns.

The meeting closed at 11:35.

Signed:
Date: