



ST AGNES PARISH COUNCIL

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13 March 2020

TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE:

Councillors: Clark (Chair), Bunt, Field, Hougham, Johns, Ripper, Slater.

Dear Members,

I hereby give you notice that the Meeting of the Human Resources Committee of St Agnes Parish Council will be held on 13 March at Parish Rooms, 17 Vicarage Rd, St. Agnes, at 09:45. All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Lee Dunkley, Parish Clerk

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public. Members of the public are advised that they will be excluded from the meeting after item "Public Bodies (Admissions to Meetings) Act 1960".

1. Apologies for absence

To **RECEIVE** any apologies.

2. Declarations of Interest/Requests for Dispensation

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

3. Approval of the minutes of the meeting of 31st January 2020.

To **RESOLVE** that the Minutes of the Meeting of the Human Resources Committee as above having been previously circulated, be taken as read, approved and signed (attached).

4. Staff training report

To **RECEIVE** as above detailing events and training sessions attended by staff since the last meeting (attached).

5. Councillor training spreadsheet

To **RECEIVE** as above detailing training and information sessions attended by Cllrs to date (attached).

6. Forthcoming training and events

To **RESOLVE** to fund as follows:
Traffic Management for Community Events (attached).

7. COVID-19 staffing and personnel measures

To **RESOLVE** to adopt the COVID-19 measure set out in the report from the Clerk (attached), which highlights the need to:

- follow [advice of Central Government](#), the Principle Authority and other bodies as appropriate on actions to take in response to the COVID-19 virus, including home-working arrangements, the postponement of Council meetings, closing of services and workplaces if this becomes necessary;
- delegate authority to initiate emergency measures such as those above to the Clerk in conjunction with the Chair of the Council and HR Committee;
- ensure Staff Members suffer no loss of pay as a result of any measures taken.

8. Suggested items for next agenda

To **NOTE** any suggested items for the next Committee meeting.

9. Public Bodies (Admissions to Meetings) Act 1960

To **RESOLVE** 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 items: Staffing; Quotations.

10. Matters arising from the minutes.

To **NOTE** any matters arising.

11. Staffing/Council structure update per H58/19

To **RECEIVE** an update as above (verbal and forthcoming).

12. Human resources and Health & Safety services contract per H51/19

To **RECEIVE** a contract and quotation as above from Ellis Whittam and to **RESOLVE** a course of action (attached).

13. Facilities Operative Maternity implications

To **RECEIVE** notice from a Member of staff as above (attached). To **CONSIDER** implications. To **RESOLVE** to recruit to cover the maternity period and to delegate authority to a panel to finalise all details and recruitment processes and expenditure and final decision on appointment (attached).