



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 – 19th October 2020

Minutes of the meeting as above, held online, 10:00.

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

Absent: Cllr Hougham, Bunt, Johns.

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

H16/20 Apologies for absence

RECEIVED apologies from Cllr Hougham.

H17/20 Declarations of Interest/Requests for Dispensation. None.

H18/20 Approval of the minutes of the meeting of 7th September 2020.

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/Field. Unanimous.

H19/20 Staff training report

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

H20/20 Annual staff appraisals

CONSIDERED the approach to appraisals (due in August) in the context of COVID-19 and **RESOLVED** to cancel all staff appraisals in 2020 (subject to agreement by each member of staff) and resume in August 2021. Cllrs Clark/Ripper. Unanimous. **Clerk to liaise.**

H21/202 Working from Home allowance

CONSIDERED staff feedback as above and **RESOLVED** to adopt the working from home allowance policy contained within the new staff handbook (payment to be made if the employer requires an employee to work more than 50% of their hours remotely). Cllrs Slater/Field. Unanimous.

H22/20 Health and Safety Policy and Handbook

CONSIDERED staff feedback as above and **RESOLVED** to adopt the Health and Safety Policy and Handbook. Cllrs Clark/Ripper. Unanimous. **Clerk to publish.**

H23/20 Suggested items for next agenda.

NOTED the following: Job description and person specifications for any new staffing roles; Appropriateness of conducting Clerk appraisal due to COVID-19 restrictions.

H24/20 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/Ripper. Unanimous.

H25/20 Matters arising from the minutes. None.

Signed:
Date:

H26/20 Staffing/Council structure per H13/20

CONSIDERED staff feedback as above, including the suitability of internal recruitment for new roles. **RESOLVED** to recommend to Full Council that the new structure is adopted at a total estimated initial increase in expenditure of £55,275 as follows:

- a) January 2021: Initiate new Facilities Operatives rota; Increase contracted hours for handyperson and appoint assistant handyperson; make SCP adjustments for the two staff members outlined.
- b) April 2021: Appoint and begin the new role currently termed "Environment and Property Manager".
- c) May 2021: Adopt new Committee structure.

Cllrs Ripper/Slater. Unanimous. **Full Council to consider.**

H27/20 Staff contract of employment template per 14/20

CONSIDERED staff feedback as above. **RESOLVED** to recommend to Full Council that the new staff contract of employment is adopted and applied to existing and future employees. Cllr Clark/Slater. Unanimous. **Full Council to consider.**

H28/20 Staff handbook per 15/20

CONSIDERED staff feedback as above. **RESOLVED** to recommend to Full Council that the new staff handbook is adopted. **Full Council to consider.**

The meeting closed at 10:35.

Signed:
Date: