

Charmouth Parish Council

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MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 9.30AM ON TUESDAY 15 NOVEMBER 2022

In attendance: Cllrs Jane Bremner, Andrew Lightfoot, Katie Moore, Martin Sayers, and the Clerk, Lisa Tuck.

HR22/11 APOLOGIES FOR ABSENCE

No apologies for absence were received.

HR22/12 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR22/13 MINUTES

It was

RESOLVED that the minutes of the meeting held on 21 July 2022 be agreed and signed by the Chair.

HR22/14 APPRAISALS

Cllr Jane Bremner confirmed that 6 staff appraisals had been undertaken and the "write ups" would be sent to each member of staff for approval and signature.

All items raised from the appraisals were discussed by the Committee and would be followed up as appropriate.

HR22/15 STAFF ABSENCE and ABSENCE LEAVE T&Cs

Cllr Jane Bremner reported that Staff Member 2 had returned to work this week and she had undertaken a back to work interview when it had been established that the staff member is happy to work the contracted 20 hours. These hours would be worked in the office.

The T&Cs for absence leave in the Clerk's and Deputy Clerk's contracts were highlighted and the Committee agreed that Cllr Bremner should look into options/alternatives and report back.

HR22/16 TRAINING COURSES AND BUDGET

a) The following courses had been suggested as being recommended by Worknest:

- Chapter 8 training (for staff working on the highway) – considered essential, already agreed and in hand;
- RoSPA Playground Inspection – recommended but not essential – perhaps speak to Zurich inspector initially;
- Brush cutters – recommended LANTRA trained – Steven's qualification still valid. Training records completed with in house training on appointment.

b) Customer Service training – it is considered that this is the most important currently and that Jane Bremner, Katie Moore and Staff Member 5 undertake this training with DAPTC online at a cost of £14 each (from current training budget). In house training could then be cascaded.

- c) GDPR and Freedom of Information – Staff Member 1 to undertake both with DAPTC online at a cost of £14 each (from current training budget).
- d) ILCA (Introduction to Local Council Administration) – Staff Member 1 has shown an interest in undertaking this course with SLCC at a cost of £120 plus VAT over an estimated 10 hours. It is proposed, in recognition of recent additional support, that the cost of this course and the additional 10 hours be paid by the Council. In the future, completion of FILCA would also be encouraged.

In addition, an extra 1 hour per week (permanently) be afforded to Staff Member 1 purely for reorganisation/maintenance of the filing system.

HR22/17 OFFICE ADJUSTMENT

The idea of re-evaluating the best use of the office space is ongoing.

HR22/18 WAGES BUDGET 2023/24

This is very difficult at the current time and would need to be considered more fully when the National Minimum/Living Wage for 23/24 is announced (hopefully in the Autumn Statement on 17 November). It may be that a flat rate rise, rather than a percentage rise would be more appropriate. Budgets would then be considered fully by F&GP Committee and Full Council in January.

The meeting closed at 10.40am.

Proposal:

- HR22/16 b) Customer Service training
HR22/17 c) GDPR and Freedom of Information training
HR22/17 d) Staff Member 1 training and additional hours