

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting
held in The Parish Office, The Town Hall on:

Friday 21st February 2020 @ 4:00pm

Present:

Councillors; Mrs E. Stewart – Chairman, Mr A. Fletcher, Mr P. Lock.

In attendance:

Mr S Pritchard – Parish Clerk.

No Members of the Public.

Public Question and Comment Time:

(None)

| Agenda Number: | Agenda Item: |
|-----------------------|---|
| 1 | <u>Apologies for Absence:</u> Received from Mr T. Watts |
| 2 | <u>Declarations of Interest:</u> None. |
| 3 | <u>Adoption of Minutes:</u> <ul style="list-style-type: none">3rd December 2019 <p>The minutes of the last HR Committee meeting were presented for adoption. This was proposed by Cllr Fletcher to adopt the minutes, seconded by Cllr Lock and resolved unanimously. The Chairman duly signed the December minutes.</p> |
| 4 | <u>HR Committee Budget Update:</u> <p>Members worked their way line by line through the budget. It was noted that while the training budget still had £330 in the pot, there were some significant invoices to come totaling over £400. £100 of this would be claimed back from the Clerk's other council as its share of the cost. Office Costs budget line is underspent by £723, but again some significant costs have now been incurred as the Deputy Clerk has a PC on order at a cost of about £450 and a coffee machine (that was less than ½ price) at £50. The major overspend is the External Audit budget line with a budget of £500 but a spend of £4,926.25 The General Administration costs will be around three thousand pounds overspent as a result. The Human Resource cost center is also overspent, this can be accounted for as the cost of employing a locum Clerk for about 4 months.</p> |

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Website: www.milborneport.org.uk

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Parish Clerk: Simon Pritchard

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| 5 | <p><u>Committee Membership:</u></p> <p>The Membership of the HR Committee back in May was originally 5 Members. Since May Cllr Douglas had resigned from the Committee and has not been replaced. Members agreed that a new permanent member of the Committee wasn't required, but the Committee would like to have the flexibility to co-opt Council Members onto it at any time possibly to deal with specific issues. The Clerk will look at the Committees Terms of Reference and recommend any changes this would require.</p> <p style="text-align: right;">Action – The Clerk</p> |
| 6 | <p><u>Covid-19 Emergency Planning:</u></p> <p>The Clerk reported that there were two issues, first the Committee needed to think about its duty of care towards the staff in relation to members of the Public coming into the office. As the office doesn't have to be open to the Public simply closing it will reduce the risk of the staff becoming infected.</p> <p>Second, the possibility of Council business grinding to a halt because Councilors stop attending the Council meetings as they fear the risk of infection.</p> <p>Members agreed that if Public Health England declared a pandemic then the office would close to the Public. On the second point the Committee requested that the Clerk look at adding an emergency clause into the Finance Regulations to give the Clerk delegated authority to make payments in a time of a public health emergency.</p> <p style="text-align: right;">Action – The Clerk</p> |
| 7 | <p><u>Confidential Session:</u></p> <p>Cllr Stewart proposed a motion to exclude the press and public from the meeting due to the confidential nature of the agenda item 8 relating to staff employment, seconded by Cllr Fletcher and resolved unanimously.</p> |
| 8 | <p><u>Employment Matters:</u></p> <p>A. Payment for Staff Overtime:</p> <p>Since October 2019 the Clerk has performed 8.25 days of overtime. It was proposed by the Chairman to pay the Clerk for 6 days (45 hours), with 2.25 days been taken in lieu, seconded by Cllr Fletcher and resolved unanimously. It was noted that now a Deputy Clerk has been employed the Clerk will need to keep to his contracted hours.</p> <p>B. General Staffing Update:</p> <p>Members received a general staffing update the details can be found in the confidential notes available to Council members only.</p> |

End of formal meeting 17:21

Signed: _____ Date: _____

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