

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

held in The Town Hall on:

Wednesday 9th October 2019 @ 4:30pm

Present:

Councillors; Mr A. Fletcher – Meeting Chairman, Mr R. Douglas, Mr P. Lock.

In attendance:

Mr S Pritchard – Parish Clerk.

No Members of the Public.

Public Question and Comment Time:

(None)

In the absence of the Committee Chairman (Cllr Stewart) Cllr Fletcher was nominated as meeting Chairman.

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Councillor Stewart – Away on holiday.
2	<u>Declarations of Interest:</u> None.
3	<u>Confidential Session:</u> Cllr Douglas proposed a motion to exclude the press and public from the meeting due to the confidential nature of the agenda item 4 relating to staff employment, seconded by Cllr Fletcher and resolved unanimously.
4	<u>Employment Matters:</u> Members received verbal reports from the Clerk and resolved upon them accordingly. Full details are contained in the Confidential notes made available only to Councilors.
5	<u>Employees Handbook:</u> A draft copy of the handbook had been emailed out to the HR committee members by Cllr Stewart. The document is 107 pages long and contains multiple policies. Members approved the document. Members agreed that the handbook should be sent to Full Council for approval as formal Council policy.
6	<u>Future Staffing Structure:</u> The staffing level has been acknowledged as being inadequate. At the August HR Committee meeting it was agreed to wait and see what support the Clerk felt he needed.

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Website: www.milborneport.org.uk

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Clerk: Simon Pritchard

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The Clerk reported that he was recommending that the Council push ahead with recruiting an Assistant Clerk as soon as possible. He needs immediate support and taking someone on now will mean they work through issues together and attend the same training events. The Clerk had had the idea that the post could be self employed to start with, with it in mind to become permanent – this wasn't something supported by Cllr Stewart
It was noted that this role would be entirely office based and would be a front facing role to support residents this will increase the times the Parish Office will be open. The finer details of what responsibilities the role would take from the Clerk will depend on the skills of the person taken on, but they would need to have the ability to be a minute taker at formal meetings and cover the short-term absence of the Parish Clerk. The Clerk suggested that the role be 15 hours per week, that being 5 hours per day over 3 days.

Members agreed that support was required sooner rather than later, and that the Council needed to start the process of recruiting. Members asked the Clerk to draft a job spec. 12 hours per week was agreed with a starting per hour rate of £12.00. In order to encourage as many local applications as possible the vacancy will be advertised extensively locally. Members agreed that Cllr Stewart as Chairman of HR should be consulted before sending a recommendation to Full Council to authorise the cost (around £2,300 for the remainder of the financial year).

End of formal meeting 17:16

Signed: _____ Date: _____

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