

# The HR Committee

## MILBORNE PORT PARISH COUNCIL

Notes of the informal **Human Resources Committee** meeting

Held in the Council Chamber at the Town Hall

on: **Wednesday 11<sup>th</sup> May 2022 @ 9:30am**

### **Present:**

Councillors: Mr T. Carty & Mr R Lockey.

### **In attendance:**

The Parish Clerk: Simon Pritchard

No Members of the Public.

### **Public Question and Comment Time:**

(None)

NB: As there were only two of the HR Committee members present the meeting wasn't quorum and so no decision could be made.

<b>Agenda Number:</b>	<b>Agenda Item:</b>
<b>1</b>	<b><u>Apologies for Absence:</u></b> Cllr Harrison – personal commitment.
<b>2</b>	<b><u>Election of HR Chairman:</u></b> This would need to be on the next agenda for decision.
<b>3</b>	<b><u>Declarations of Interest:</u></b> N/A
<b>4</b>	<b><u>Adoption of Minutes:</u></b> <ul style="list-style-type: none"><li>▪ <b>2<sup>nd</sup> March 2022</b></li></ul> Item deferred to next formal meeting
<b>5</b>	<b><u>Committee Terms of Reference:</u></b> It was noted that much of the Committees terms of reference is tied up into the Clerks conditions of employment. The committee should look to update the refence to 'line manager'

Milborne Port Parish Council – HR Committee: Wednesday 11<sup>th</sup> May 2022

Parish Clerk: Simon Pritchard PSLCC

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Signed:.....Date:.....

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6	<b><u>Committee Meeting Dates, Time and Place:</u></b> Noted that the Committee is looking to switch to Thursdays @ 9:30am
7	<b><u>Confidential Session:</u></b> Not passed as the committee wasn't in formal session.
8	<b><u>HR Committee Budget Update and Assessment of Risks:</u></b> The Clerk noted that the accounting software has highlighted that the Staffing budget will overspend by the end of the year. Most of this is a result contractual of backpay having to be paid at the start of this year, for last year.
9	<b><u>Employment Matters:</u></b>  <b>A. <u>Report from the Chairman:</u></b>  <b>B. <u>Report from the Propper Officer:</u></b>  The Clerk reported that the deputy Clerk was currently unwell but was still carryout some work from home.

**End of informal meeting 9:45AM**

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Signed:.....Date:.....