

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

Held in the Council Chamber at the Town Hall

on: **Thursday 9th June 2022 @ 9:30am**

Present:

Councillors: Mr T. Carty & Mr R Lockey, Mr T. Watts & Mrs L. Harrison

In attendance:

The Parish Clerk: Simon Pritchard

No Members of the Public.

Public Question and Comment Time:

(None)

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> None (all members present)
2	<u>Election of HR Chairman:</u> Cllr Harrison suggested herself, this was proposed by Cllr Lockey. Cllr Carty report that there are line management issues and so the Chairman of the Full Council should also be the Chairman of the HR Committee. The Clerk reported that it is best practice for this not to be the case and that he had already reported his concerns informally. Cllr Carty proposed himself as Chairman of the HR Committee, seconded by Cllr Watts and resolved unanimously. It was agreed that the committee will look to appoint a vice-chairman at the next meeting.
3	<u>Declarations of Interest:</u> None
4	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">▪ 2nd March 2022▪ 11th May 2022 (Informal meeting) The minutes of the 2nd of March 2022 were proposed for adoption by Cllr Lockey, seconded by Cllr Carty and resolved 3 in favor – 1 abstention

Milborne Port Parish Council – HR Committee: Thursday 9th June 2022

Parish Clerk: Simon Pritchard PSLCC

Website: www.milborneportpc.org.uk

Email: clerk@milborneportpc.org.uk

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

The HR Committee

	<p>The minutes of the informal HR meeting on 11th May 2022 were proposed for adoption by Cllr Carty, seconded by Cllr Lockey and resolved 2 in favor – 2 abstentions</p>
5	<p><u>Committee Meeting Dates, Time and Place:</u> It was agreed that the Committee would meet once a quarter, on a Thursday after the Full Council meeting at 9:30am in the Council Chamber.</p>
6	<p><u>Confidential Session:</u> It was proposed by Cllr Lockey that the meeting go into confidential session as agenda items 7, 8 and 9 relate to employment matters, seconded by Cllr Carty and resolved unanimously.</p>
7	<p><u>Committee Terms of Reference:</u> Several small adjustments were made to the terms of reference. Cllr Carty proposed they they be approved with the changes made, seconded by Cllr Harrison and resolved unanimously.</p>
8	<p><u>HR Committee Budget Update and Assessment of Risks:</u></p> <ul style="list-style-type: none">• The future overspend on the Elections line was noted as the invoice for the May election was yet to be received from SSDC• Staffing budget predicted overspend has reduced a little.
9	<p><u>Employment Matters:</u></p> <p>A. <u>Report from the Chairman:</u> (See confidential notes)</p> <p>B. <u>Report from the Proper Officer:</u> (See confidential notes)</p> <ul style="list-style-type: none">• Office Equipment: Cllr Carty stated the need to view office fittings and furniture as an ongoing cost of operating a workplace, which is likely to, and indeed should, generate year on year calls for updates and replacements, to be budgeted for and managed within sign-off limits by the executive, with notice to the Council, rather than these being viewed as set piece points requiring itemized sign off by the Council.

End of informal meeting 10:45AM

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