

# The HR Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

Held in the Council Chamber in the Town Hall

on: **Thursday 8<sup>th</sup> December 2022 @ 9:30am**

### Present:

Councillors: Mr T. Carty & Mr R Lockey & 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:
10	<b><u>Apologies for Absence:</u></b> Cllr T. Watts – Unwell.
11	<b><u>Declarations of Interest:</u></b> None
12	<b><u>Adoption of Minutes:</u></b> <ul style="list-style-type: none"><li>▪ 9<sup>th</sup> June 2022</li></ul> <p>The minutes of the HR committee meeting on 9<sup>th</sup> June 2022 were proposed for adoption by Cllr Carty, seconded by Cllr Lockey and resolved unanimously.</p>
13	<b><u>Appointment of Committee Vice-chairman:</u></b> It was proposed by Cllr Lockey that Cllr Harrison be appointed at the vice-chairman of the HR Committee, seconded by Cllr Carty and resolved unanimously.
14	<b><u>Confidential Session:</u></b> It was proposed by Cllr Carty that the meeting go into confidential session as agenda items 15, 16 & 17 relate to employment matters, seconded by Cllr Lockey and resolved unanimously.

Milborne Port Parish Council – HR Committee: Thursday 8<sup>th</sup> December 2022

Parish Clerk: Simon Pritchard PSLCC

Website: [www.milborneportpc.org.uk](http://www.milborneportpc.org.uk)

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

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15	<p><b><u>HR Committee Budget Update and Assessment of Risks:</u></b></p> <ul style="list-style-type: none"><li>• The main risk remains that if the Parish Clerk was to have significant time off for whatever reason, the Council would need to buy in the services of a locum Clerk.</li><li>• The HR Budget line will have a small overspend at the end of the year on current predictions.</li></ul>
16	<p><b><u>Employment Matters:</u></b></p> <p><b>A. <u>Report from the Chairman:</u></b> (See confidential notes)</p> <p><b><u>Staffing:</u></b> Concern that the Council, in comparison with other councils, continues to be understaffed. Not sure that the wider Membership is sensitive to this. The continued attempted placing of workload on to the Office seem to demonstrate this.</p> <p><b>10:17 Cllr Lockley left the meeting</b></p> <p><b>B. <u>Report from the Proper Officer:</u></b> (See confidential notes)</p> <p><b><u>Local Council Awards Scheme:</u></b> The Clerk had received feedback from NALC on the Council's application for the Foundation Local Council Award. Of the 26 tests 3 hadn't passed. A second opportunity was being given to offer some improved evidence. The Clerk felt that two of the fails were easy to correct, the third would mean changing the format of the current 'action lists' and so was much more work but, it was hoped that the application could be resubmitted by Christmas.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
17	<p><b><u>HR Budget Request for 2023/24:</u></b> Having analyzed the cost to the Council of the current staffing contracts and adding 10%, the HR Budget request was agreed at £34,000</p>

**End of informal meeting 10:45AM**