

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

Held in the Council Chamber in the Town Hall

on: **Tuesday 26th September 2023 @ 10:00am**

Present:

Councillors: Tim Carty (Chairman), Rob Lockey, Margert Capon & Chris Phillips

In attendance:

The Parish Clerk: Simon Pritchard

No Members of the Public.

Public Question and Comment Time:

(None)

Agenda Number:	Agenda Item:
4	This item was taken first. <u>Co-option of New Committee Members:</u> It was agreed that councillors; Capon & Phillips would become members of the HR Committee.
1	<u>Apologies for Absence:</u> Cllr Watts had sent his apologies, they were noted.
2	<u>Declarations of Interest:</u> None
3	<u>Adoption of Minutes:</u> The minutes and confidential notes of the meeting held on Tuesday 13 th June 2023 had been previously circulated. It was proposed by Cllr Carty to adopt the minutes of Tuesday 13 th June 2023, seconded by Cllr Lockey and resolved 2 – in favor & 2 abstentions.
5	<u>Review of Council Policies:</u> a) Dignity at Work Policy Current policy had been tabled.

Milborne Port Parish Council – HR Committee – Tuesday 26th September 2023

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

The HR Committee

	<p>It was proposed by Cllr Carty to recommend to Full Council that the Dignity at Work Policy be readopted, seconded by Cllr Lockey and resolved unanimously.</p> <p>b) Health & Safety Policy</p> <p>It was noted that this policy is more a statement of intent also that it should be updated to include reference to the council's complaints policy.</p> <p>It was proposed by Cllr Carty to recommend to Full Council that the Health & Safety Policy be readopted with a few changes, seconded by Cllr Lockey and resolved unanimously.</p> <p>c) Equal Opportunities Policy</p> <p>The equal opportunities policy was debated.</p> <p>It was proposed by Cllr Lockey to recommend to Full Council that the Equal Opportunities Policy be readopted with a few changes, seconded by Cllr Carty and resolved unanimously.</p>
6	<p><u>Confidential Session:</u></p> <p>It was proposed by Cllr Carty to go into confidential session as the rest of the agenda relates to confidential staffing matters, seconded by Cllr Lockey and resolved unanimously.</p>
7	<p><u>HR Committee Budget Update and Assessment of Risks:</u></p> <p>It was noted that accounting software is predicting a small underspend on the staffing budget, this will not be the case as contractual pay increases are yet to be implemented. It was agreed that the Clerk would go into the accounting software and override it to give a true reflection of the known outcome.</p> <p>Noted that the next HR meeting will need to be looking at the 2024/25 staffing budget against a background of a shortage of staffing hours and the low spend on staffing compared with other neighboring councils.</p>
8	<p><u>Parish Council Pension Contribution Policy:</u></p> <p>Cllr Capon has carried out research as to what contribution other councils in the area make to staff pensions. The response what that most councils have signed up to the Local Government Pension Scheme. The contribution towards this scheme by councils is currently 22.3% - the recommendation is for the Parish Council to increase its contributions to the same level.</p> <p>Milborne Port Parish Council currently contributes 5% towards its staff pensions.</p>

The HR Committee

	<p>The Parish Clerk outlined the difference between a Defined Benefit Scheme, as is the Local Government Pension Scheme and a Defined Contribution Scheme that the Parish Council currently offers.</p> <p>It was proposed by Cllr Capon to recommend to Full Council that the council sets its policy as contributing 15% towards staff pensions as part of its current NEST pensions scheme, seconded by Cllr Lockey and resolved 3 for – 1 abstention.</p>
9	<p><u>Employment Matters:</u></p> <p>A. <u>Report from the Chairman:</u> The Chairman didn't have anything further to add to the matters that had already been covered.</p> <p>B. <u>Report from the Proper Officer:</u></p> <p><u>Overtime Claim:</u> The Clerk submitted a claim for 9.5 hours covering August 2023 It was proposed by Cllr Carty that 9.5 hours be paid, seconded by Cllr Lockey and resolved unanimously.</p> <p><u>Purchase of Sink:</u> The Management Committee has resolved to sell the belfast sink in the council chamber. This has been advertised for many months on Facebook marketplace but has had no interest and it holds little or no value. The Clerk offered to pay £20 for it. It was proposed by Cllr Carty to accept the offer of £20 and sell the sink to the Clerk, seconded by Cllr Lockey and resolved unanimously.</p> <p><u>Online Bank Signatories:</u> The Clerk reported that now that Cllrs Harrison & Wagner had left the council, there are just two signatories and only Cllr Lockey is online. Cllr Carty agreed to start the process of getting online. It will be on the next Full Council agenda to appoint two further signatories.</p>

End of informal meeting 11:52AM

Next meeting agreed as Tuesday 14th November – 10am