

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting
Held in the Council Chamber, the Town Hall, Milborne Port.

on: **Tuesday 6th February 2024 @ 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:
18	<u>Apologies for Absence:</u> None received.
19	<u>Declarations of Interest:</u> None
20	<u>Adoption of Minutes:</u> The minutes and confidential notes of the meeting held on Tuesday 14 th November 2023 had been previously circulated. It was proposed by Cllr Carty to adopt the minutes of Tuesday 14th November 2023, seconded by Cllr Phillips and resolved unanimously.
21	<u>Confidential Session:</u> 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.
22	<u>Employment of a Facilities Officer:</u> It was agreed that the HR committee should now meet monthly to help settle in and monitor the new appointment.

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

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Interviews:

The logistics of the interviews the next day were discussed, and input was sought from the committee as to the areas of questioning.

Remuneration & Hours:

The salary was debated. It was agreed that the hourly rate would be set at £14.70 per hour, with a 15-hour contract. It was noted that from the 1st of April the council will be contributing 15% pension payments, thus boosting the salary to £16.90 in total benefit. The hours will be kept under review by the committee to ensure they are all being used.

Job Description:

It was agreed that at this point a comprehensive job description was impossible as the full scope of the role was simply not understood at this point. The contract of employment must have the flexibility to be able to update/ change the job description.

It was also noted that the contract should have the ability to be terminated within the first two years without reason.

Software:

Preference for all the finances and bookings to be handled by Scribe software that the Parish Council uses.

Safeguards must still be kept in place to stop inappropriate bookings.

Based on the details above of the agreed hours, pay and flexibility of contract, it was resolved unanimously to proceed with making an appointment.

The interview panel was appointed by the shadow Village Hall Committee at its meeting on 22nd of January. Membership:

- Cllr Tim Carty
- Mr James Crow
- Cllr Chris Phillips
- and the Parish Clerk

Three people are attending for interview tomorrow and a decision will be made by the panel as to who to appoint. With the appointee being asked to start, even if in a reduced capacity, as soon as possible.

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HR Committee Budget Update and Assessment of Risks:

The accounting software is predicting an overspend on the HR budget line of £1,835.70. The Clerk informed the committee that 9.5 hours of overtime authorised at the last HR meeting was yet to be paid, and further overtime had been worked since then, so this overspend would be higher than time by the end of the year.

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Employment Matters:

A. Report from the Chairman:

The Chairman didn't have anything further to report. But would talk with the committee once the Clerk had given his report.

B. Report from the Proper Officer:

Overtime Claim:

The Clerk submitted a claim for 8.5 hours covering Nov/Dec 2023

It was proposed by Cllr Carty that 8.5 hours be paid, seconded by Cllr Lockey and resolved unanimously.

Online Bank Signatories:

There are still just two signatories and only Cllr Lockey is online.

- Cllr Carty still needs to make the call to the bank to get online.
- Cllr Phillips has been appointed as a signatory, paperwork has been sent registered mail, waiting to hear from the bank. Two phone calls made to chase as it still the same situation as it was back in November.

End of meeting 10:45AM

Next meeting agreed as: No date set.