

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

held in The Town Hall on:

TUESDAY 20th August 2019 @ 8:00pm

Present:

Councillors; Mrs E. Stewart – Chairman, Mr R. Douglas, Mr T. Watts.

In attendance:

Mr S Pritchard - Locum Clerk.

No Members of the Public.

Public Question and Comment Time:

(None)

(Meeting started at 20:15)

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Councillors; Lock and Fletcher
2	<u>Declarations of Interest:</u> None.
3	<u>Confidential Session:</u> It was resolved to exclude the press and public from the meeting due to the confidential nature of the agenda items 4 to 6 relating to staff employment.
4	<u>Clerks Contract of Employment:</u> This had been drafted by the Chairman using a local government contract template. The contract complies with current employment regulations. Members didn't request any changes. The Clerk presented Members with the holidays he has booked over the next year. Agreement was made as to how much of the Clerk's time would be spent on study for the CiLCA qualification. It was noted that over the last few weeks the Clerk was doing more hours than his Locum contract covered and agreed that all extra hours will be invoiced to the Council.
5	<u>Future Staffing Structure:</u> It was acknowledged that the current staffing cover is inadequate. The Chairman confirmed that the Committee will review this in 3 months, one option being to increase the Clerks hours, another to bring in someone else to give administrative support. Holding off for three months will give the Clerk time to understand the workload and where he needs the support. This will have an effect on the budget setting process.

Milborne Port Parish Council: 20th August 2019

Website: www.milborneport.org.uk

Email: clerk@milborneportpc.org.uk

Clerk: Simon Pritchard

Tel: 01963 251268

6	<u>Office Opening Times:</u> After considering the new Clerks working arrangements, it was agreed to change the opening time of the Parish Office at the Town Hall. The office will no longer be open Tuesday and Friday morning and instead open all day Wednesday (9:30am – 4:30pm). Furthermore, the office will start to be available some Saturday mornings.
7	<u>HR Committee Meeting Dates:</u> It was agreed that the HR Committee should meet ad hoc as and when needed, aiming for a minimum of four times per year. Meeting would likely be earlier in the evening (5 or 6pm) and will be in the Parish Office

End of formal meeting 20:47

Signed: _____ Date: _____

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