

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting

Held on: Zoom Videoconferencing

on: **Tuesday 7th July 2020 @ 5:00pm**

Present:

Councillors; Mrs E. Stewart – Chairman, Mr P. Lock, Mr T. Watts.

In attendance:

Councillor Mr T. Campbell.

Mr S Pritchard – Parish Clerk.

No Members of the Public.

Public Question and Comment Time:

(None)

In the absence of the Council's Chairman or Vice-Chairman, Cllr Stewart as the outgoing Chairman of the HR Committee chaired items 1&2

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Received from Mr A. Fletcher & Mr T. Carty.
2	<u>Appointment of Committee Chairman:</u> Cllr Stewart stated that she was content to serve a second year, no other member expressed an interest. Cllr Lock proposed that Cllr Stewart be elected as the Committee Chairman for the municipal year 2020-21, seconded by Cllr Watts and resolved unanimously.
3	<u>Consider Co-option for the Meeting:</u> It was proposed by Cllr Stewart to co-opt Cllr Campbell as a member of the committee for the remainder of the meeting, seconded by Cllr Lock and resolved unanimously.
4	<u>Declarations of Interest:</u> None.
5	<u>Adoption of Minutes:</u> 21st February 2020

The HR Committee - Milborne Port Parish Council – 7th July 2020

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	The minutes of the last HR Committee meeting had been presented for adoption and had already been published on the council's website. It was proposed by Cllr Stewart to adopt the minutes, seconded by Cllr Lock and resolved unanimously.
6	<u>HR Committee Budget Update and Assessment of Risks:</u> The Clerks talked Members through the HR & General Administration budget, line by line and highlighted any potential overspend and risk to the council. Cllr Lock asked if the insurance would cover the cost of the water leak at the allotments, the Clerk will enquire. Action – The Clerk Three areas of financial risk were identified: ▪ Unbudgeted members expense - £20.92 – Low Risk that can be resolved by moving around other underspent budget lines later in the year. ▪ Unbudgeted cost of agreed new website - £500 – Medium Risk that can be resolved by moving around other underspent budget lines later in the year. ▪ The Clerk reported to the committee that a member of the public has made representation to the External Auditor and if the auditor was to investigate this could have a significant cost to the council - £5,000 (Est) – High Risk that will need to be reported to Full Council as the budget line has £500 available to cover the standard cost of the external audit. Action – The Clerk
7	<u>Terms of Reference:</u> The terms of reference had been redrafted that day by the Clerk and emailed to Members. It was agreed to recommend to Full Council that they are adopted. Action – The Clerk
8	<u>Working from Home Allowance:</u> The Chairman outlined the latest HMRC stance on payments for employees required to work from home during the Covid pandemic. A tax-free allowance of £6 per week is given under the Income Tax, Earnings & Pensions Act 2003, s316a. The contracts of employment of both the Clerk and deputy Clerk state that their place of work is the Parish Office. In line with the Government's directive, they are both working from home and have been since the lockdown on 24 March. This is a temporary change to their contracts of employment and as such they are entitled to the "working from home" allowance. It was queried as to what the allowance was for. The Clerk reported that it was to cover the extra costs of electricity/heating and wear and tear etc., and that both he and the Deputy Clerk were using their personal mobile phones for council use. The Chairman proposed recommending to Full Council that the council pay a working from home allowance of £6 per week to each employee, for the duration that they are required to work from home. Resolved 3 For – 1 Against. Action – The Clerk

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Employment Matters – Verbal Reports:

A. Verbal Report from the Clerk:

- The Deputy Clerk will be on holiday for two weeks at the start of August
- Looking to come up with a plan as to how to find the time to do the CiLCA qualification.

B. Verbal Report from the Chairman:

Nothing to report

End of formal meeting 17:59

Signed: _____ Date: _____