

HR Committee



NOTICE OF MEETING:

The next **HR Committee Meeting** will be held on
Tuesday 17th November at 5:00pm via Zoom.

Chairman: Mrs E. Stewart

Membership: Councillors; Mr P. Lock, Mr T. Watts, Mr T Carty, Mr A. Fletcher.

To all Members of Milborne Port Parish Council HR Committee, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

Signed:

A handwritten signature in black ink, appearing to be "S Pritchard", written over a horizontal line.

Mr Simon Pritchard

Parish Clerk & Responsible Finance Officer - Milborne Port Parish Council

Zoom: <https://zoom.us/> **Meeting ID:** 882 7498 6883 **Passcode:** 653865

Public Question and Comment Time:

Before the start of the formal meeting the Public are given the opportunity to ask questions or pass comment. Once the formal meeting has started the Public are reminded that they have no right to speak.

Agenda:

1) **Apologies for Absence:**

To receive any apologies for absence.

2) **Declarations of Interests:**

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Councils Code of Conduct.

3) **Adoption of Minutes:**

To adopt the minutes of the last HR Committee meeting:

- 7th July 2020

Milborne Port Parish Council: HR Committee: 17th November 2020

Website: www.milborneportpc.org.uk

Parish Clerk: Simon Pritchard

4) HR Committee Budget Update and Assessment of Risks

To receive the latest budget spending to date for the Committee's budget lines and to receive a verbal report from the Clerk as to any possible future unbudgeted liability that would have a significant impact on the Council's finances.

5) Confidential Session:

Members to pass a resolution to require the press and public to leave the meeting as agenda items 6 onwards relate to staff employment

6) Working from Home Allowance:

The Full Council has agreed to the HR Committee's recommendation that a Working from Home Allowance of £6 per week should be paid to the staff from April 2020. The Committee is asked to agree on the finer detail of what months it will be paid for so far this year and how it will be determined when it will be paid going forwards.

7) SCP Salary Increase:

To receive the 2020/21 SCP salary bands and approve payment of the same.

8) 2021/22 Budget:

To consider the staffing budget requirement for 2021/22 and put forwards the committees' request to Full Council.

9) Employment Matters – Verbal Reports:

A. Verbal report from the Chairman:

To note any verbal report from the Chairman.

B. Verbal report from the Clerk:

To note any verbal report from the Clerk.