

**Minutes of the HR Committee Meeting  
Monday 1st March 2021, 7.30PM**

**Present:** Cllrs Jenni Ferrans (JF), Glen Dersley (GD), Lou Fisher (LF)

**Attending:** Abi Bassett (Clerk)

**Also:** CllrNigel Cox

Public Open Session (Max. 15 mins): To receive questions/statements from members of the public

|  |  |
| --- | --- |
| HR01/2020 | **Decision Required: Election of Chair** It was **RESOLVED** to electJenni Ferrans as Chair for this meeting |
| HR02/2202 | **Decision Required: Election of Vice Chair** Item deferred until there are more members on the committee |
| HR03/2020 | **Apologies:** None |
| HR04/2020 | **Declarations of Interests:** None |
| HR05/2020 | **Decision Required: Review of HR Committees Terms of Reference** After a lengthy discussion, the Committee agreed to put forward the following recommendations for amendments to the Committee’s Terms of Reference:   * Specialist advice given to the committee (e.g. HR advice) will be made available to other members of the council * Membership - Chair is Ex Officio member of the HR Committee with the other 4 members being elected by Council * Insert dates for meetings to be approved at AGM * Budgetary control for training and recruitment – insert “up to budget maximum”. * Remove clause 12   It was also agreed for the Committee to meet as working group to modify extent of delegation and report back with further recommendations to AGM |
| HR06/2020 | **Decision Required: Review of Process for Authorising Staff** The Committee agreed that the Clerk’s requests for leave can be authorised by the Chair of the Council for absences of 2 working days or less. The Chair will then advise Council. Longer absences require approval by ? The notice for leave requests will now be twice as long leave days requested (E.g., if one week’s leave is being requested, at least 2 weeks’ notice should be given to Council). Staff can continue to carry over up to 5 days’ leave as per contract of employment, but with the recommendation that this is used within the first quarter of the next leave year. Clerk agrees to amendments of contracts as discussed and will draw up document to be signed by the Chair on behalf of Council |
| HR07/2020 | **Decision Required: Outsourcing Payroll** Agreed that Cllr Fisher is trained to calculate pay, PAYE and NICs. Payslips to be copied to LF and Chair of the Council and filed. LF to be made aware of upcoming OT |
| HR08/2020 | **Decision Required: Review of IT Policy** Clerk to draft policy for recommendation to Full Council |
| HR09/2020 | **Items for future Discussion**  Items for action/investigation:  HR Advice (updated quotes)  Contract Review (keep up to date with legislation)  Clerk Time management/time analysis  Appraisal  Review of IT policy  Review of staff policies |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair) Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Date of next meeting: Monday 19th April 2021, 7.30pm.**