



**THE HUMAN RESOURCES COMMITTEE** Met on Thursday 26<sup>th</sup> May 2022 at 10.30am at Marshalswick Community Centre

**PRESENT:** Councillors John Hale, Graham Leonard, Lyn Bolton, Jenny Roberts, Janet Churchard

**APOLOGIES:** None

**OFFICER:** Simon Thwaites, Parish Clerk

**164. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

There was none.

**165. ELECTION OF CHAIR**

Councillor Roberts nominated Councillor Hale as Chair of the committee. Janet Churchard seconded the nomination. There were no further nominations and it was unanimously;

**Resolved**

To elect Councillor Hale as Chair of this committee for the forthcoming year.

**166. MINUTES**

The minutes of the meeting held on 7<sup>th</sup> February 2022, having been previously circulated, were taken as a correct record and it was;

**RESOLVED**

That the minutes be approved and signed by the Chair.

**167. REVIEW OF THE COMMITTEE TERMS OF REFERENCE**

The Committee reviewed the Terms of Reference and two minor amendments were approved for clarification purposes. The Chair asked Members to consider outside the meeting any material changes they might feel necessary and bring them to a future meeting. It was unanimously;

**Resolved**

To recommend to full council for approval the committee terms of reference (as amended).

**168. APPRAISALS**

The Clerk confirmed he will schedule appraisals for the Project and Amenities Officer and the Deputy Clerk in the coming week. He will then inform the Chair of the Council of those dates in order that his own appraisal be scheduled. The Clerk to forward Councillor Leonard copies of the last staff appraisals held.

**169. ANNUAL LEAVE**

The Clerk confirmed that no staff members have exceeded the permitted five days of carried forward annual leave. It was noted that the Community Centres Manager will take her full leave entitlement (pro-rata) prior to leaving.

**170. COMMUNITY CENTRES MANAGER POST**

Members considered a report circulated by the Clerk in advance of the meeting. The recommendations were agreed in principle with the following points raised and agreed;

- The Parish Office to continue providing the Planning Committee with a Clerk.
- The Clerk to put forward a proposal to redesignate the Project and Amenities Officer’s post to Project, Amenities and Media Manager with an incremental increase in salary (requiring a movement from LC2 (below substantive 18-23) to LC2 (substantive 24-28) but without an automatic annual progression through the scale range).
- The Clerk to reconsider the wording of the job description/advertisement to avoid reference to being ‘on call’. To consider asking prospective applicants to call the office to discuss the structure of the post.
- The Clerk and Deputy Clerk to hold interviews once a shortlist has been compiled.

**171. MATTERS OF NOTE**

There was none.

**172. SUGGESTIONS FOR CONSIDERATION AT FUTURE MEETINGS**

There was none.

**DATE OF NEXT SCHEDULED MEETING**

6<sup>th</sup> February 2023

There being no further business the meeting closed at 11.44 am

**Chair** .....

**Date** .....