

Minutes of the HR meeting held Thursday 19th April 2018

Present

Roy Plumb

Neil Oakden

Janet Pearce

John Rogers

Helen Walton

- 1) Apologies: - Kat Boettge – family commitments
- 2) Declarations of Interest – none
- 3) Minutes of the last meeting – meeting agreed to :- under caretaker job proposal :- amend resolution to:- **RESOLVED that the chair and vice chair of the Human resources committee will meet with the caretaker/groundsman to discuss aspects of the job at present; and work schedules will be obtained for the next meeting. Both actions to facilitate a decision being made.**
- 4) Exclusion of public and press – agreed as per the agenda
- 5) Caretaker job proposal – a verbal report was given by the chair on her discussion with wayne on reducing his hours back to those that he started on. His reasons were that he had another job in which he wanted to increase his hours . He no longer wished to purchase the council van. A sample work schedule produced by the clerk was circulated – it was noted that wayne’s work schedules had been altered on a number of occasions in the last year to include work on the events at the cemetary chapel.
RESOLVED : the HR committee to recommend to full council that wayne’s hours be reduced to 32 a week; and that his work schedules reflect seasonal variations and the need to consider employing part time staff to cover the increased workload particularly at the cemetary chapel.
- 6) Employee Handbook - **RESOLVED** : the following additional amemdments to be made:-

- i) Page 3) para 3 to end 'refer to line manager'
- ii) Page 6 A) 1) c) to end 'raise with your line manager'
- iii) Page 6) B) 3) delete sentence that starts 'This will ensure that'
- iv) Page 6) B) 4) add the word 'late' between the words 'arrive' and 'for'
- v) Page 15) K) para 1 delete 2nd half of 2nd sentence – starting with 'unless' and finishing with 'officer'

7) Employee Increment discussion :- It was noted that HR members were not aware of what council employees were paid as their salary payments were always deleted on finance statements that were received. They therefore felt unable to make an informed decision on this item, and it was referred back to full council. **RESOLVED: that staff salaries be requested from the clerk - to be considered in conjunction with current staff contracts and the new staff contracts proposed by Peninsula. These new contracts to include a job description.**

8) Employee correspondence :- discussion around an email sent by a Cllr to the HR committee about members of staff and other councillors – this discussion following on from the 'duty of care and respect' debate from the previous meeting. A 'mediation' type meeting was suggested between all parties to discuss the issues involved. It was considered to be counterproductive at this stage – as it would only make matters worse. A long discussion took place as to what **would** work. and to this end: **RESOLVED:- Any meeting between councillors and staff would be put on hold while council policies and procedures are put into place – by HR in conjunction with Peninsula.**

It was felt important that we were able to prove - both to ourselves in HR, and to other members of the council that our staff were working on our behalf diligently and to the best of their ability; and that this proof would provide our staff with the best possible defence against any allegations made against them. The clerk has already offered to show councillors how the office deals with their workload on a daily basis. To this end :-

RESOLVED: records/work schedules of work done for all staff to be kept on a routine basis and to be made available to members of the HR committee.

It was felt important that if HR was to deal fairly and impartially with both councillors and staff they had to have their own direct access to peninsula, and control of the account.

RESOLVED: Peninsula to be approached to discuss access to their services which is independent of other councilors and of members of staff.