



## Minutes of Human Resource Committee held on Monday 14<sup>th</sup> June 2021

Present: Cllr J Pearce  
Cllr N Oakden  
Cllr E Tansley  
Cllr J Wickham

Minutes Clerk S Nolan

### 25 APOLOGIES FOR ABSENCE

Cllr K Boettge  
Cllr T Rood  
Cllr A Mason

### 26 ELECTION OF CHAIR

Cllr J Pearce

### 27 ELECTION OF VICE-CHAIR

Cllr J Wickham

### 28 DECLARATION OF INTEREST

Cllr N Oakden declared an interest in 2 applications, item 5 on the agenda.

### 29 MINUTES OF HR COMMITTEE MEETING 19<sup>TH</sup> NOVEMBER 2020

RESOLVED that: the minutes of the HR Committee meeting held on 19<sup>th</sup> November 2020 are accepted as a true record.

### 30 EXCLUSION OF PUBLIC & PRESS

None present

### 31 JOB APPLICATIONS

All applications were viewed 7 selected for interview with a further 8 in reserve should it be necessary.

A discussion took place on the sort of questions to be asked and the format of the interviews. Cllr Oakden to circulate potential questions to the members for their comment.

The interview panel will consist of Cllr J Pearce, Cllr J Wickham, asst Clerk S Nolan.

It was agreed that interviews would take place on Monday 28<sup>th</sup> June commencing at 9.30am.

32 REVIEW OD STAFF SALARIES

2 employees were considered and it was resolved that the handyman/caretaker and the assistant clerk (NALC Scale LC2/24) should both receive an increase effective from 1<sup>st</sup> July 2021.

It was also discussed that the assistant clerks hours be increased to 30 to enable training of the 'new' employee.

33 DATE OF NEXT MEETING

It was decided that future meetings would be called as and when thought necessary.

The meeting closed at 9.45pm