



ST AGNES PARISH COUNCIL

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Human Resources Committee meeting – 10th January 2023

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St Agnes, 10:45.

Present: Cllrs Clark (Chair), D Brown, G Brown, Ripper, Rodda.

Absent: Cllrs Prendergast, Woolcott.

In attendance: L Dunkley, Parish Clerk.

H29/22 Apologies for absence.

RECEIVED from Cllr Prendergast.

H30/22 Declarations of Interest/Requests for Dispensation. None.

H31/22 Approval of the minutes of the meeting of 27th October 2022.

RESOLVED that the [Minutes](#) of the Meeting of the Human Resources Committee as above having been previously circulated, be taken as read, approved and signed. Cllrs Ripper/Rodda. 4 in favour, 1 abstained: Cllr G Brown.

H32/22 Non-confidential Budget considerations 2023/24

CONSIDERED as above. It was noted that Capital Earmarked Reserves should be used for any purchase of a laptop for the Children's and Communities Outreach Worker. It was raised that there may be a need for an ongoing capital expenditure budget for the library. **Clerk to pursue.**

H33/22 Modification to appraisal form

RESOLVED to include a section on the [form](#) to allow the appraisee to comment on their line-manager. Cllrs Clark/Rodda. Unanimous. **Clerk to modify.**

H34/22 Lone working policy

CONSIDERED any modifications to the [policy](#) (section 1.3) and **RESOLVED** to review at the next HR meeting. Cllrs G Brown/Rodda. Unanimous. Internal reviews of lone working risk assessments by line managers should be routinely reviewed – such as quarterly. Staff to be reminded of the lone working policy/employee handbook. **Clerk to prepare a course of action.**

H35/22 Staff timesheets update

RECEIVED as above. **Clerk to progress and to consider the recording of mileage.**

H36/22 Suggested items for next agenda.

NOTED: Lone working policy; end of probationary period for the Maintenance Support and Facilities Operative; Staff benefits.

H37/22 Public Bodies (Admissions to Meetings) Act 1960

RESOLVED that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following item: Staffing. Cllrs Ripper/D Brown. Unanimous.

H38/22 Matters arising from the minutes. None.

Signed:

Date:

H39/22 Notification of secondary employment for staff member

RECEIVED as above and **RESOLVED** to accept that the Children's and Communities Outreach Assistant may take secondary employment without impacting upon their role with the Council. Cllrs Ripper/G Brown. Unanimous.

H40/22 Appraisal completion – all staff.

NOTED each completed appraisal form for every member of staff, completed in December 2022. **CONSIDERED** matters arising from the appraisals. No course of action **RESOLVED**.

H41/22 Pay reviews for all staff per minute H28/22

RECEIVED pay review reports and recommendations for each member of staff from two members of the HR Committee (as the de facto "pay review panel"). Per minute H28/22 the pay reviews were conducted "in-house" in conjunction with appraisals. **RESOLVED** to make final recommendations to Full Council on each member of staff, some of which included changes to job descriptions, job titles and SCP (pay); and to make provision for any adjustments in the 2023/24 budget. Cllrs Clark/Rodda. Unanimous.

Cllrs Ripper and Rodda noted the process of observing the appraisals of every staff member was an eye-opening experience, and that it was heartening to see the positivity and enthusiasm of all of the Council's staff.

Thanks were given to Cllrs Rodda and Ripper for the time and effort expended throughout the pay review process and for their notable levels of quality, focus and consideration.

The meeting closed at 12:05.

Signed:
Date: