



ST AGNES PARISH COUNCIL

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Human Resources Committee meeting – 25th March 2024

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St Agnes, at 10:30

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

Absent: Cllr Woolcott.

In attendance: C. Nutting, Clerk

H41/23 Apologies for absence.

None received.

H42/23 Declarations of Interest/Requests for Dispensation. None.

H43/23 Approval of the minutes of the meeting of 26th February 2024.

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. 5 in favour, 1 abstained: Cllr D. Brown.

H44/23 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 of the following agenda items: 5 – 10. Cllrs Ripper/D. Brown. Unanimous.

H45/23 Matters arising from the meeting minutes of 26th February 2024. None.

H46/23 Return to work interviews, reasonable adjustments, and Occupational Health (OH) Assessments

NOTED the return-to-work interview, the contributory workload impact, and the current adjustment to working practice to support the member of staff back to full capacity. **DISCUSSED** the role of appraisals to ensure that staff undertake their mandatory annual training. **DISCUSSED** the need, process, and budget for seeking OH Assessments for staff with injuries; either caused by their work for the Council or exacerbated by the nature of their job role. **RESOLVED** to pursue two (2) OH Assessment referrals via WorkNest, in accordance with the needs highlighted during staff appraisals. Cllrs Ripper/ Kimberley. Unanimous. *Clerk to action.*

H47/23 Appraisal completion

NOTED each appraisal, particularly section 3 which records the objectives for the coming year including training. **DISCUSSED** and **RESOLVED** as follows: -

- No requirement for staff to have electrical qualifications and/or chainsaw training.
- Maintenance Staff require basic plumbing training.
- Public facing staff require conflict resolution training.
- To investigate body worn cameras for staff issuing Fixed Penalty Notices.
- To seek further information regarding the use of Makaton by library Outreach staff.
- To approve the completion of Chris Harrod's 3-month contractual probationary period.

Cllrs Ripper/D. Brown. Unanimous. *Officers to action.*

Signed:

Date:

DISCUSSED as follows, precipitated by comments made within staff appraisals: -

- Cross-reference the organisation and monitoring of PRow cutting with the schedule produced by the Council in 2020. A meeting to be held between the Maintenance Team and Cllr. Ripper in due course.
- A review of the Maintenance Team's job titles, once future asset management IT systems are operational.
- Ongoing work to remedy the burial shelter, which was damaged by a storm.
- Rejected claims of bullying and/or misogyny when resolving to purchase Council vehicles. Pursued what the Council could afford after significant discussion, which involved Officers and Councillors with relevant expertise. **NOTED** the perception of behaviour, however unintended and to be aware of misconstruction moving forward.

H48/23 Pay scales

RESOLVED: -

- The use of NALC pay scales. Cllrs Clark/Rodda. Unanimous.
- The correction of staff underpayment errors in the March payroll. Cllrs Ripper/D. Brown. Unanimous
- To waive modest overpayments made to two (2) members of staff due to an admin error. **AGREED** that it was a corporate error and would be unfair to recover from effected staff. Cllrs G. Brown/Rodda. Unanimous

Officers to action.

10:50: Meeting adjourned for carpark payments. Cllrs. Rodda, G. Brown and Kimberley left

10:54: Meeting resumed

H49/23 Out of hours support

DISCUSSED and **RESOLVED** the principle for a robust and properly remunerated Out of Hours staff rota regarding emergency maintenance of Council amenities and assets. **REQUESTED** further information: -

- Agreement of staff
- Any changes required to staff contracts
- Indicative remuneration, including over bank holidays

Cllrs D. Brown/ Kimberley. Unanimous. *Officers to action.*

H50/23 Library staffing and sick leave

NOTED the unlikely repetition of treatment being rescheduled; therefore, resolution H40/23, 26.02.2024 is expected to come into effect on 15th April. **RESOLVED** to leave all staff hours and pay unchanged until activated by the start of the sickness absence. Cllrs Ripper/G. Brown. Unanimous.

The meeting closed at 12:30

Signed:

Date: