



Minutes of Human Resource Committee held On Thursday, 11th August 2016

Present: Councillors: J Pearce – Chair

S McEntee
T Rood
J Sisson
J Rogers
K Boettge

The Clerk opened the meeting

1 ELECTION OF CHAIR FOR HUMAN RESOURCE COMMITTEE 2016/17

The Clerk asked for nominations for the Chair of the human resource committee 2017. Councillor Rood proposed Council Pearce. This was seconded by Councillor Boettge.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from

Councillor Plumb – Unforeseen circumstance

3 ELECTION OF VICE CHAIR HUMAN RESOURCE COMMITTEE 2016/17

Councillor Rogers was nominated as vice Chair for the Human Resource Committee

RESOLVED that; Councillor Rogers is the Vice Chair for the Human Resource Committee 2016/17

4. DECLARATIONS OF INTEREST

No declarations on interest

5. MINUTES

There were no minutes to resolve, it was the first meeting of the Human Resource Committee



6 EXCLUSION OF PUBLIC & PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A of the Act.

7. ASSISTANT TO CARETAKER JOB DESCRIPTION

The item was discussed with the groundsman the potential and requirements of a new member of staff

RESOLVED that; a review of the job requirements be discussed and job description proposed to Full Council.

8 IMPLEMENTING ANNUALISED HOURS

The Chairman informed the committee that it had been suggested to introduce annualised hours.

RESOLVED that; the annualised hours will not be introduced with the permanent staff at this point.

9 COUNCIL EMPLOYEE HEALTH & SAFETY

The Clerk gave a health & Safety report to all members that had been carried out in August 2016.

RESOLVED that; The Clerk and Chair will produce a lone working policy for Full Councils consideration.



10 EMPLOYEE JOB ROLES REVIEW

The Clerk and Groundsman informed the committee of daily, monthly, yearly routine.

11 IMPLEMENTING ABSENCE POLICY

The Chair informed that currently there is no absence policy in place for the Council staff.

RESOLVED that; The Chair will produce an absence policy for the Council Staff