

**Minutes of the HR Committee  
held on  
Monday 15<sup>th</sup> October 2018**

<b>Cllr Jeffries (Copheap) Vice-Chairman</b>	<b>*</b>	<b>Cllr Nicklin (West) Chairman</b>	<b>*</b>
<b>Cllr Macfarlane (West)</b>	<b>*</b>	<b>Cllr Robbins (West)</b>	<b>*</b>

Key: \* Present    **A** Apologies    **AB** Absent

**In attendance:**

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer; Mr Nick Taylor, Director, The HR Department.

**Public and press:**

None present.

**HR/18/022 Apologies for absence**

**None.**

**HR/18/023 Declarations of Interest**

**None.**

**HR/18/024 Minutes**

**HR/18/024.1** The minutes of the HR committee meeting held on Tuesday 2<sup>nd</sup> October 2018 were unanimously approved and signed as a true record.

**HR/18/024.2** Matters arising from the meeting of 15<sup>th</sup> January 2018:

**None.**

**HR/18/025** No members of the public were present for public participation therefore Standing Orders were not suspended.

**HR/18/026 Health and Safety**

The HR committee has responsibility, under its Terms of Reference, for the management of the Council’s Risk Assessments. The regular reports which are completed on a monthly, ad hoc and quarterly basis since the start of the municipal year, including explanatory notes were forwarded to Members with their agendas. Members reviewed the sheets for the periods April – June and July – September 2018 inclusive. Members noted that the colour coded explanatory notes were very useful.

**The reports were noted and unanimously approved.**

**HR/18/027 HR Department: Fee Proposal**

To assist in the administration of the Council’s seasonal staff, employed mainly between 1<sup>st</sup> April – 31<sup>st</sup> September annually, Members considered the proposal that the HR Department would provide additional confidential administrative support in relation to starters forms, contracts, pensions, leavers forms and any ad hoc requests. It was explained that this additional resource was required owing to the growth in numbers of staff required during the spring/summer season. The proposal had been forwarded to Members for their perusal and the additional spend had been incorporated into the 2019 – 2020 expenditure budget. Members noted that the current service provided by the HR Department included: telephone advice line, documentation, contract and advice notes and that the proposal would provide additional services over and above the current core contract.

**Members unanimously resolved to accept the proposal, the administration of which was delegated to the Clerk.**

***Confidential session pursuant to Section 1 (2) of the  
Public Bodies Admission to Meetings Act 1960***

**HR/18/028 Members unanimously resolved to exclude members of the public as the business to be transacted contained personal information pertaining to staff members.**

**HR/18/029 Staffing Matters**

**HR/18/029.1** Members received employment law advice from Mr Nick Taylor and resolved accordingly.

**HR/18/029.2** Members reviewed salaries for the 2019/2020 budget and following two Society of Local Council Clerks/National Association of Local Councils (SLCC/NALC) model job evaluations **it was unanimously resolved that the following posts be re-graded with the associated salary increases, with effect from 1<sup>st</sup> April 2019:**

Town Clerk: LC4 56 – 60

Assistant Town Clerk: LC2 30 – 34

The National Joint Council for Local Government Services (NJC) settlement for 2019 – 2020 will be 2% and the Council’s pension contribution will be 20.1%.  
**Noted.**

**HR/18/029.3** Members discussed the question of staff time off in lieu (TOIL), an issue which had been raised by several Members of the Council in terms of time accrued for Council events and how it is accounted for, its ‘cost’. Advice was provided by Mr Nick Taylor, the Council’s HR advisor, and had also been sought from the Council’s accountant.

**Members were unequivocal and unanimously resolved that TOIL, when it is accrued and taken, is a line management issue and that it will not be set against the costs of running events such as, for example, Spring in the Park, the Remembrance Service and Civic Service.**

***The public and press were invited to return to the meeting after item HR/18/029.3 had been completed.***

**HR/18/030 Communications**

**None.**