Holymoorside & Walton Parish Council

Minutes of the personnel committee meeting held on Wednesday 2nd February 2022 in Holymoorside Village Hall, Holymoorside, Chesterfield

Present; *Councillors* M E Thacker (in the chair), A Broderick, A Holmes, P Maskrey & J Swallow; *Clerk* K Brailsford

AGENDA PART 1 - non-confidential information

PC227/21-22 **To receive apologies for absence**

NOTED; apologies from Cllr Truscott due to a prior engagement.

PC228/21-22 **Variation of the Order of Business**

NOTED; no variation in the order of business was deemed necessary.

PC229/21-22 **Public Questions**

NOTED; no member of the public was in attendance to comment on any matter.

NOTED; no DCC councillor in attendance and NEDDC Cllr Thacker did not wish to report on any matters.

NOTED; no member with a significant other interest in an agenda wished to speak at this point in the proceedings.

PC230/21-22 **Declarations of Interest**

NOTED; no member declared the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda.

PC231/21-22 **Exclusion of Public**

NOTED; no exclusion of the public or press was deemed necessary for part 1 of the agenda.

PC232/21-22 **Part 2 - Confidential Business**

RESOLVED; that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded because of personnel issues to be discussed and they are instructed to withdraw.

a) NOTED; update on Caretaking hours, which were still below the maximum set PCM. The Clerk was instructed to confirm HR advice in relation to changes to set hours from the 1st April 2022.

   NOTED; the Clerk had been unable to supply time sheets to the personnel committee as they did not appear to be in the correct place. She was therefore also unable to confirm whether they had been completed in any more detail as previously requested. Members were made aware of comments received from a staff member in relation to the council's request for additional information.

   RESOLVED; pending alternative information received, that the maximum hours for Caretaking staff be reduced by 4 hours to 57½ PCM.

b) NOTED; update and report from the council's HR company in relation to the recent disciplinary hearing held, together with a recommendation from the disciplinary panel.

   RESOLVED; to implement the recommendation outlined in the report.

c) NOTED; a previously requested medical report had now been received and the Clerk and Cllr Truscott will hold an informal meeting with the employee to discuss this further.

d) NOTED; new uniform was required by one employee and this would be sorted out and, all members of staff who are issued with a uniform, will be reminded that it will need to be worn at all times whilst on duty.

e) NOTED; appraisals had last been held in May 2021 and the Clerk was instructed to carry out interim ones in the near future.

f) NOTED; Cllr Thacker declared an interest in the following agenda item and indicated that he would remain in the meeting.

g) NOTED; members were presented with an alternative HR provider information, who would charge £150 PCM for the first three to six months to ascertain level of service required. In principle, members felt that the company, who had vast knowledge and experience of council procedures, would serve the council well and the Clerk was instructed to further identify the level of service on offer and note that, in principle, the council would be looking to contract their service from April 2022.

h) NOTED; future HR provision would be placed on the March agenda for further discussion.

i) NOTED; the Clerk reported that she was in credit for over fifteen hours for extra work completed and eight days holiday to be taken before the end of March. She noted that the additional work related to Walton village hall, which had proved time consuming.

j) NOTED; various options were considered including time off in lieu, carrying time forward to the following year or a single payment being made and claimed back from WVS.

k) NOTED; the Clerk felt that time off in lieu may just exacerbate the issue so this matter will be put to WVS Trustees with the Clerk providing a cost for fifteen hours work provided, which would include any additional employer NIC but no pension payment as this was not applicable.