

THE IVERS PARISH COUNCIL

**MINUTES OF A MEETING OF THE HR SUB COMMITTEE HELD ON
10th SEPTEMBER 2020 at 6.00PM VIA ZOOM CALL**

Present: Councillors Wendy Matthews (Chairman), Ann Mayling, Carol Gibson, and Julie Cook

In attendance: Cllr Kevin Brown, Ciarán Beary, Peter Stanhope and Stephanie Bennett (Clerk)

HR.008/20 APOLOGIES FOR ABSENCE

Geoff Bennett, Chris Jordan

The Chairman welcomed committee members and non-committee members and permitted all councillors to contribute to the meeting.

HR.009/20 DECLARATIONS OF INTEREST

None were received.

HR.010/20 MINUTES

RESOLVED that

The minutes of the meeting held on the 7th September, 2020 be agreed and signed by the Chairman

HR.011/20 PAY AWARD

RESOLVED that

An award of 2.75% be made backdated to 1st April 2020

HR.012/20 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that

the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are confidential

HR.013/20 STAFFING STRUCTURE

Considerable discussion was undertaken regarding the future staffing structure of the Council.

RESOLVED that

The Clerk to prepare outline job roles, job descriptions and person specifications for the roles of Business Administrator, Deputy Clerk and Maintenance Operative (Caretaker)

HR.014/20 STAFFING COVER

Councillors considered the work being undertaken to cover for absent staff

RESOLVED that

A £200 thank you be paid to the member of staff providing cover.

HR.015/20 TRAINING

Update Employment Law training was considered for the Clerk

RESOLVED that

The Clerk be enrolled on the Employment Law Certificate training at a cost of £174.99

HR.016/20 INVESTIGATION

The Clerk provided an update on the progress of the investigation

The meeting closed at 7.15pm

Signed Chairman

Date