

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE HR SUB COMMITTEE HELD ON 23rd DECEMBER 2020 at 5.00PM VIA ZOOM CALL

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

In attendance: Cllrs Peter Stanhope and Kevin Brown, and Stephanie Bennett (Clerk)

HR.032/20 APOLOGIES FOR ABSENCE

None were received

HR.033/20 DECLARATIONS OF INTEREST

None were received.

HR.034/20 MINUTES

RESOLVED that

The minutes of the meeting held on the 10th November, 2020 be agreed and signed by the Chairman

HR.035/20 VACANCIES

The Clerk reported that a Deputy Clerk had been appointed and would commence on the 4th January, 2021. The Business Administrator recruitment process was ongoing and interviews were being undertaken on the 6th January 2021. Cllr Julie Cook offered to assist the Clerk and Chairman with the interviews.

The committee expressed a wish to review the application process undertaken by the council

The Clerk outlined a timetable for the structure review of the Maintenance/Grounds Team of the council:

- w/c 26 January assessments of training, skills and operations in relation to the team by Grounds Management Association
- mid Feb reports to be made available to Council
- mid Feb – end Feb process of review to be planned by Deputy Clerk and Clerk
- end Feb – mid March review of structure to be undertaken
- mid March – committee to consider recommendations arising from review
- April – commence restructure and recruitment

HR.036/20 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.037/20 GRIEVANCE

Cllr Cook updated the sub committee on the progress of considering the grievance that the Panel are aiming to complete by mid January 2021.

HR.038/20 WORKFORCE BUDGET

The Clerk presented the workforce budget for 2021 – 2022. Councillors requested that the information be rounded to the nearest £,000 and presented under three cost categories for all public papers; Salaries, Employers NI and Employers Pension.

The Chairman reported on the successful completion of her probation by the Clerk and discussed her remuneration.

RESOLVED that

- a. The workforce budget for 2021 – 2022 be agreed (total £320,000)
- b. The revised remuneration for the Clerk and updated conditions of service were agreed.

The meeting closed at 6.30pm

Signed Chairman

Date