
Hollinswood and Randlay Parish Council

Chairman of Human Resources: Cllr Sally Snell

Clerk: Katrina Baker MBE

MINUTES OF THE HUMAN RESOURCES MEETING HELD on 7th June 2021 at 7.00p.m. via zoom

PRESENT:

Cllr Snell
Cllr T Wust
Cllr L Ricketts
Cllr S Unwin

In Attendance:

Katrina Baker (Clerk)

HR21/666 Welcome

Councillor Snell opened the meeting and thanked everyone for attending. She welcomed Cllr Wust to his first meeting of the Human Resources Working Group, which used to be the Personnel Committee.

HR21/667 Election of Chairman

It was proposed by Councillor Unwin and seconded by Councillor Wust that Councillor Snell be re-elected as Chairman. All were in favour and thus it was

RESOLVED that Councillor Snell be Chairman of Human Resources for 2021/22.

HR21/668 Declarations of Acceptance of Office

Councillor Snell read and signed her Declaration, which was witnessed by the Clerk, as the Proper Officer of the Council.

HR21/669 Apologies

Councillor C Turley Holiday

RESOLVED that the apologies from Cllr Turley be accepted.

HR21/670 Election of Vice Chairman

It was proposed by Councillor Unwin and seconded by Councillor Ricketts that Councillor Wust be Vice Chairman. All were in favour and thus it was

RESOLVED that Councillor Wust be Vice Chairman of Human Resources for 2021/22.

HR21/671 Declaration of Acceptance of Office

Councillor Wust read and signed her Declaration, which was witnessed by the Clerk.

HR21/672 Terms of Reference

It was proposed by the Chairman and seconded by Councillor Wust that the Terms of Reference, as circulated, be adopted.

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RESOLVED that the Terms of Reference be adopted for the period until 2023.

HR21/673 Declarations of Interest

None

HR21/674 Minutes of the meeting held on 1st March 2021

It was proposed by Councillor Snell and seconded by Councillor Unwin that the Minutes of the meetings held on 1st March 2021 be confirmed, all were in favour and thus it was

RESOLVED that the Minutes of the meetings held on 1st March be signed as a true record.

HR21/675 Matters Arising

None

HR21/676 Staff Updates

The Clerk reported that all members of the team are valued and are producing excellent results within their roles.

Rose has now retired and wished the Clerk to thank Members for the cards and gifts. There is a further period of handover where information is being transferred to the Clerk's laptop before the old PC can be wiped down and made secure. The furniture will be collected on 14th June.

This has resulted in additional work for the Clerk, who is now responsible for the day to day finances of the Parish Council. This has been made possible with the help of the team who have taken on delegated roles to assist.

There may be times when additional hours are required. The Clerk will inform Members of HR if this is the case and Members agreed that additional hours could be paid, at the normal hourly rate and these will be taken from the Finance Manager Budget which remains available.

The use of facilities software has reduced the amount of work regarding invoicing and continues to be efficient.

The Clerk has introduced the new payroll system which is available from DMPayroll Services, and has no additional costs, this will also enable holiday records to be available direct to staff.

HR21/677 Apprentice

KQB has returned to work, full time following periods of sickness and furlough. He is producing a good standard of work and is a valued member of the team. He recently attended a full day training session at college and passed his first aid examination and was very proud to have done so. Our thanks are extended to LS who attended the same course (also passed) in order to support KQB and provided the transport.

Members commented on the positive difference and contributions that both are making.

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HR21/678 Organisational Structure

The trial structure is working well. All staff are valued members of the team producing a high level of competence and ability with high standards, often noticed by the community.

Members supported the Clerk in confirming this structure.

HR21/679 Other Matters

None

HR21/680 Private Session

It was proposed by Councillor Snell and seconded by Councillor Ricketts, that due to the confidential nature of the following information that the meeting should continue in private session. All were in favour and thus it was

RESOLVED that the press and public be excluded from the remainder of the meeting. Confidential minutes will be produced.

SignedDate