
Hollinswood and Randlay Parish Council

Chairman of Human Resources: Cllr Sally Snell

Clerk: Katrina Baker MBE

MINUTES OF THE HUMAN RESOURCES MEETING

held on 2nd December 2024 at 7.00p.m. at Hollinswood Neighbourhood Centre

PRESENT:

Cllr S Snell
Cllr S Unwin

Cllr P Farrar
Cllr C Prescott

In Attendance:

Katrina Baker (Clerk)
Cllr H Unwin
Cllr P Cranfield

HR24/025 Welcome

The Chairman, Cllr Snell, welcomed everyone to the meeting and thanked them for attending.

HR24/026 Apologies

Cllr R Tyrrell

Family Commitments

Accepted

HR24/027 Declarations of Interest relating to any matters on the Agenda

None

HR24/028 Minutes of the meeting held on 7th October 2024

It was proposed by Councillor Snell and seconded by Councillor Farrar that the Minutes of the meeting held on 7th October 2024 be confirmed. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 7th October 2024 be signed as a true record.

HR24/029 Matters Arising, not otherwise on the Agenda, for information

Draft Budget

The Clerk confirmed that the recommendations agreed at the last meeting have been incorporated into the draft budget for 2025/26.

Enhanced DBS

All Staff and Councillors have received their enhanced DBS checks, however, not all have provided the Parish Council with a copy. Members were reminded to send in a copy which will be kept in their personal files.

HR24/030 Holiday and Sickness Records

Staff Sickness

The Clerk reported that it is pleasing that GJ has been able to return to work, full time, following his ankle injury. Following a return-to-work meeting, he returned part time with home-working available until the Dr signed him off as fit to return to work. However, he remains under close watch by the medical team.

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Return-to-work Policy and Procedure

The Clerk had drafted a document, which will be circulated to all members, it confirms the process following any staff return-to-work and notes the procedure currently used by the parish council. However, it also identifies the persons responsible for the return-to-work meetings with employees.

Holiday Entitlement

Staff have been taking holidays periodically and Members were informed of the number of days still available to each member of the team.

Christmas 2024

All employees will use their 3 day entitlement over the Christmas period. The offices will close at 12 noon on 24th December and re-open on 2nd January 2025. Staff will be on call over the holiday period. The centres are also in use throughout.

HR24/031 Exclusion of Press & Public

it was proposed by Councillor S Unwin and seconded by Councillor Snell, all were in favour and thus it was

RESOLVED that anyone who is not a member of the Committee be asked to leave the meeting, due to the confidential nature of the discussions.

HR24/032 Staff Updates and Recommendations

SNAC Co-Ordinator

It was proposed by Councillor S Unwin, seconded by Councillor Cranfield, all were in favour and thus it was

RECOMMENDED that the SNAC Co-Ordinator receives an increase of 1 SCP from April 2025.

It was proposed by the Chairman and seconded by Councillor Snell that a nomination be submitted for JO and his partner to attend the Lord Lieutenant's Garden Party in 2025 in recognition of his commitment to the Parish Council's SNAC project. All were in favour.

Landscape Management Team Leader

It was proposed by Councillor Snell, seconded by Councillor Prescott and all were in favour and thus it was

RECOMMENDED that the LMT be entitled to overtime when attending to additional work in Randlay Valley.

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The Clerk

Members agreed that the roles and responsibilities of the clerk should be reviewed in accordance with the Society of Local Council Clerk guidelines to assess the appropriate scale for the position.

HR24/033

Date of the next meeting

10th March 2025

7pm

Hollinswood Neighbourhood Centre

There being no further business, the chairman closed the meeting at 7.25pm.

SignedDate

These Minutes remain draft until agreed at the next meeting in March 2025.