
Hollinswood and Randlay Parish Council

Chairman of Human Resources: Cllr Sally Snell

Clerk: Katrina Baker MBE

MINUTES OF THE HUMAN RESOURCES MEETING held on 3rd June 2024 at 7.15p.m. at Hollinswood Neighbourhood Centre

PRESENT:

Cllr C Turley
Cllr S Unwin
Cllr S Snell

Cllr P Farrar
Cllr C Prescott

In Attendance:

Katrina Baker (Clerk)

HR24/001 Welcome

The Clerk welcomed everyone to the first meeting of the 2024/25 municipal year. A copy of the general terms of reference and good housekeeping guidelines are available and apply to Committees, as well as Full Council.

HR24/002 Election of Chairman

Councillor S Snell

Proposed by Councillor S Unwin

Seconded by Councillor C Turley

All were in favour and thus it was

RESOLVED that Councillor S Snell be re-elected as Chairman of the Human Resources Committee for 2024/25.

HR24/003 Declaration of Acceptance of Office

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

HR24/004 Apologies

None

HR24/005 Declarations of Interest relating to any matters on the Agenda

None

HR24/006 Election of Vice Chairman

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

RESOLVED that Councillor C Prescott be re-elected as Vice Chairman of the Human Resources Committee for 2024/25.

HR24/007 Declaration of Acceptance of Office

Councillor Prescott read and signed the Declaration of Acceptance of Office, which was witnessed by the Clerk as the Proper Officer of the Council.

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HR24/008 Minutes of the meeting held on 4th March 2024

It was proposed by Councillor Snell and seconded by Councillor Prescott that the Minutes of the meeting held on 4th March 2024 be confirmed. With one abstention, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 4th March 2024 be signed as a true record.

HR24/009 Matters Arising, not otherwise on the Agenda, for information Randlay Community Centre

The cleaning contract has remained flexible and we have been grateful to Cleveland Cleaning for their support through changing times. We currently have a contract clean for 2.5 hours, 2 days per week.

Enhanced DBS

Acorn Direct Limited has referred one application to the Parish Council for action. A meeting with the Councillor is to be arranged.

The application for the new Councillor has been registered and the checks are taking place.

Work Experience

The Parish Council is pleased to welcome young people on work experience whenever possible. We currently have one young man, from Nova Training, who is proving to be a real asset. He is hard-working and conscientious and is a valued member of the team. He originally came on a Tuesday (9.30 – 2.30) he has now extended this and also joins the team on a Thursday (9.30 – 1pm).

We have a year 12 student joining us for one day at the end of June – she has requested to work with LMT too.

HR24/010 Terms of Reference

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

RESOLVED that the Terms of Reference, as circulated, be adopted by the Council.
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HR24/011 Employment Policies

All policies relating to employment matters have been updated and reviewed for May 2024.

It is not a requirement that all policies appear on the website.

Staff are employed in accordance with the Green Book and terms and conditions are included in the contracts of employment.

Two new policies have been included – whistleblowing and homeworking.

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HR24/012 Holiday and Sickness Records

Staff Sickness

The Clerk reported that there are no concerns and that all staff should be congratulated on their attendance records.

Holiday Entitlement

Three members of staff were entitled to carry forward 5 days holiday into this year – staff continue to be encouraged to take holidays throughout the year rather than having a significant number of days to take at the end of a year, where carry-forward is then the only option.

HR24/013 Training Policy & Register

A copy of the policy (which has been updated for May 2024) had been circulated to members, for information.

All staff and councillors are reminded to send in details of training events and information sharing events, in order that the parish council register is up to date. It is hoped that Parish & Town Councils may be able to subscribe to TW Ollie for training in the future.

HR24/014 Date of the next meeting

7th October 2024

7pm

Hollinswood Neighbourhood Centre

There being no further business, the chairman closed the meeting at 7.30pm.

SignedDate