
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 October 2024 at 7.00p.m. at Hollinswood Neighbourhood Centre

PRESENT:

Cllr R Tyrrell
Cllr S Unwin
Cllr S Snell

Cllr P Farrar
Cllr C Prescott

In Attendance:

Katrina Baker (Clerk)
Cllr H Unwin (arrived HR24/019)

HR24/015 Welcome

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

HR24/016 Apologies

None

HR24/017 Declarations of Interest relating to any matters on the Agenda

None

HR24/018 Minutes of the meeting held on 3rd June 2024

It was proposed by Councillor Snell and seconded by Councillor Farrar that the Minutes of the meeting held on 3rd June 2024 be confirmed. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 3rd June 2024 be signed as a true record.

HR24/019 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. We continue to increase our regular bookings and it was proposed by Councillor S Unwin, seconded by Councillor Prescott, all were in favour and thus it is

RECOMMENDED that the budget for 2025/26 be increased to enable the contract to be amended to 3 days per week if and when required.

Councillor H Unwin arrived

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 confidential files.

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Work Experience

The Parish Council is pleased to continue to work with Nova Training. Our regular work experience student works one day per week, usually within Randlay Valley but can also be involved in other parish work, such as garden maintenance and the allotments. Nova Training have also provided a team of young people to undertake tasks in the Valley as part of a team-building exercise. Parish staff have also attended classes in Wellington, to support the young people in their studies and assisted with interview skills.

HR24/020 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. However, due to an unfortunate accident, whilst volunteering, GJ has been off work for 3 weeks and has only returned today on amended (light) duties for a further two weeks (covered by a sick note from the Doctor). He will work from in week one and hopefully will be able to come to the office in week two.

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.

HR24/021 Parish Strategy Meetings Training Policy & Register

Human Resource implications for information

The first of two Strategy Meetings has taken place. However, any changes in staffing or salary / hour implications have yet to be discussed and will be included in the second meeting on 14th October 2024.

HR24/022 Staff Updates and Recommendations

The Clerk had produced a confidential report which was shared with Members. Copies had been made available to the Chairman and Vice Chairman.

All staff work to a high standard and are committed to the Parish Council. One-to-one staff reviews continue and individual discussions will take place to consider the roles and responsibilities of all job descriptions to ensure they are representative of the position and offer good value for money for the residents of the Parish.

All members of the staff team will be entitled to the salary increase, as determined by NALC, when details are available.

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RECOMMENDATIONS for the 2025/26 budget

- Funding will be included in the budget to enable LMT to receive remuneration for additional work in Randlay Valley
- Funding will be included to enable consideration of an extra Wizards session, if required
- Funding to be included for consideration of one SCP increase for the SNAC Co-ordinator
- Funding will be included to enable the Parish Council to consider the employment of a part-time allotment assistant

HR24/023 Training Policy and Register

Councillors and Staff are reminded about the importance of recording all training and explained that this is not only actual training courses attended but can include reading material and attendance at events, meetings or seminars where additional information is gathered to support the work of the Parish Council.

Information, with a date, can be forwarded to the Clerk to be included on the register.

HR24/024 Date of the next meeting

2nd December 2024

7pm

Hollinswood Neighbourhood Centre

There being no further business, the chairman closed the meeting at 7.20pm.

SignedDate