

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-mail clerk@charmouthparishcouncil.gov.uk



MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 10.00AM ON WEDNESDAY 23 AUGUST 2023

In attendance: Cllrs Jane Bremner, Andrew Lightfoot, Katie Moore, Peter Noel and the Clerk, Lisa Tuck.

HR23/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Melanie Harvey (holiday).

HR23/13 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR23/14 MINUTES

It was

RESOLVED that the minutes of the meeting held on 28 June 2023 be agreed and signed by the Chair.

HR23/15 RECRUITMENT

Progress is required in trying to recruit a third full time member of outside staff to help relieve the pressure on the current staff. Jane Bremner felt that adverts should be placed next week, once bank holiday is over, and that more money was needed for adverts to ensure satisfactory coverage. It was agreed that due to the urgency of the situation, delegated authority should be used to place adverts in the Bridport and Lyme Regis News (up to 4 weeks in print, including online SW jobs site) at a cost of £528 plus VAT and in LymeOnline's jobs section at a cost of £40 for an unlimited period. Physical posters, Facebook and the Council's website would also be used. No closing date would be stipulated on the updated advert but "Clean Driving Licence Essential" would be added.

It was generally agreed that a pay review should be undertaken as part of the budgeting process for 2024/25.

HR23/16 SICK LEAVE

- (a) Staff Member 2 – update on sickness absence.
- (b) Staff Member 3 – update on current sick leave situation as well as other ongoing issues. Further advice to be sought.
- (c) Jane Bremner confirmed that the whole issue of sick pay is to be discussed with WorkNest with a view to overhauling the current system.

HR23/17 STAFF COVER

Jane Bremner reported that the Seasonal Beach Assistant had agreed to stay until 23 September, working Tues-Sat during the day to help cover sickness absence and upcoming staff holidays.

The meeting closed at 10.45am.