

Charmouth Parish Council

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MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 12 NOON ON WEDNESDAY 21 FEBRUARY 2024

In attendance: Cllrs Jane Bremner (Chair), Melanie Harvey, Andrew Lightfoot, Katie Moore and the Clerk, Lisa Tuck.

HR24/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Noel (holiday).

HR24/02 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR24/03 MINUTES

It was

RESOLVED that the minutes of the meeting held on 15 November 2023 be agreed and signed by the Chair.

HR24/04 APPRAISALS 2023 – UPDATE FOR INFORMATION

Jane Bremner reported that all members of staff had signed their appraisals write-ups as a true record and any actions had been followed up. She was pleased to report that generally much had improved since 2022, especially teamwork.

HR24/05 EMPLOYEES

- (a) EMPLOYEE NO 2** – This employment was terminated amicably on 12 January as previously agreed. It is hoped that all parties can now move on.
- (b) EMPLOYEE NO 7 – END OF PROBATION PERIOD** – Probation to be extended until 30/4/24 as it was felt that 6 months is a better time to establish if the position is right taking all aspects into account. Jane Bremner and the Clerk would conduct the interview.
- (c) ADVERTISEMENT FOR NEW EMPLOYEE** – The advert would be placed shortly for a new Works Maintenance Operative to replace the retiring employee in June. However, if the right person is found, there could be scope to start them earlier. This would be explored at the next F&GP Committee. The starting rate would be the budgeted figure and there would be no closing date on the advert. The idea of employing an apprentice would be explored also but the advert would still be continued with.
- (d) EMPLOYEE NO 10** – The idea of a new title with more authority would be discussed further to coincide with the new financial year.
- (e) SEASONAL BEACH ATTENDANT** – It was reported that George would not be returning this year and the Council feel lucky to have had him for the last two years. A new advert would be placed at Easter to try and attract a student again, although not exclusively. The terms would be the same as previously – 4.30-9.00pm Thurs-Mon from mid June-mid Sept. The amount per hour was per the agreed budget.

HR24/06 WAGE RATES 2024/25 – CONFIRMATION

It was agreed that where there was a range of scales, the criteria had been met to allow the higher end to be paid for the coming year.

HR24/07 MONTHLY REMUNERATION

A move to monthly remuneration would save a considerable amount of administrative time. It was agreed that Jane Bremner and the Clerk should undertake consultation with all members of staff individually regarding the possibility of transferring to monthly pay from 1 April 2024. There is scope to “sub” any members of staff who may find it difficult initially, part way through the month for up to 3 months which could then be reviewed.

HR24/08 NEW SICK PAY POLICY

Changes to the adopted practice would need negotiation with all members of staff and Jane Bremner would look into this further and report back.

The meeting closed at 1.00pm.