

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 12.00 NOON ON TUESDAY 2 MAY 2023

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

HR23/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Noel.

HR23/02 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR23/03 MINUTES

It was

RESOLVED that the minutes of the meeting held on 15 November 2022 be agreed and signed by the Chair.

HR23/04 RECRUITMENT

Jane Bremner reported that no applications had been received for the WMO position advertised. Comments had been received which suggested that this might be to do with the hours (inclusion of every Sunday) and it was agreed to readvertise using the same distribution as previously, with the inclusion of wording to the effect that "seasonal applications would be considered".

An approach would be made to the Seasonal Beach Assistant to see if he would like to increase his hours to include Sunday. *Post meeting note: The hours of 11am-7pm could be covered on Sundays from 18 June-10 September by the Seasonal Beach Assistant.*

HR23/05 OTHER ONGOING STAFF ISSUES

(a) Ongoing health issues (staff member 2) – background was discussed and a strategy agreed to try and help staff member wellbeing and the efficient running of the office. It was agreed to review the position in a month's time. Advice from ACAS may be considered and whether a private consultant's appointment could help.

(b) Staff member 9 is working out notice and will leave on 11 May.

(c) Solutions to help the smooth running of the offices were considered including desk swapping. It was felt very important to move forward in a positive way and not to dwell on past issues. This strategy would be emphasised to all staff verbally and in writing.

The meeting closed at 13.05 pm.