

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 11.00AM ON TUESDAY 2 NOVEMBER 2021

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

HR21/1 APPOINTMENT OF CHAIR – Jane Bremner was nominated and following no other nominations, it was

RESOLVED that Jane Bremner be appointed Chair of the HR Committee for the current year.

HR21/2 APPOINTMENT OF VICE CHAIR – Katie Moore was nominated and following no other nominations, it was

RESOLVED that Katie Moore be appointed Vice Chair of the HR Committee for the current year.

HR21/3 APOLOGIES FOR ABSENCE

Apologies were received from Maralyn Hinxman, as well as Peter Noel and Judith Sheppard (both ex-officio members of the Committee).

HR21/4 DECLARATIONS OF INTEREST

No declarations of interest were received. Jane Bremner reminded the Committee that all items discussed should, of course, remain confidential.

HR21/5 STAFF APPRAISALS

It was agreed, to ensure openness by all staff members, that appraisals should be undertaken by two members of the HR Committee, rather than by line managers as is currently the case.

Appraisals would be arranged during November with the pre-appraisal questionnaire being circulated in advance. This would be amended to include a question to gauge opinion on the reduction of the Council's carbon footprint.

HR21/6 WAGES BUDGET 2022/23 (attached A)

- a) **General wage rate rise for non NJC scaled staff** – proposed increase approved by the Committee for incorporating in the wider budgets/precept requirement for approval by Council in January. Jane Bremner pointed out that based on the latest living wage increase against inflation this may not actually amount to a rise in real terms.
- b) **Staff Member 1 – evaluation of hours/rate of pay (report attached B)** – proposals in report approved by the Committee for incorporation into the wider budgets/precept requirement for approval by Council in January. An updated job description would be discussed.
- c) **Staff Member 4 – pay grade evaluation (report attached C)** - it was proposed that Staff Member 4 move to LC3 pay scales starting at point 39 and progressing in increments. This is based on successful completion of the CiLCA qualification and should commence with immediate effect.

HR21/7 TRAINING AND DEVELOPMENT POLICY (draft attached D)

Acceptance of the attached Training and Development Policy is proposed.

HR21/8 GENERAL

- a) Staff Member 11** – outcome of position confirmed.
- b) Staff Member 3** – the Committee were updated on an injury incurred by this staff member.

The meeting closed at 12noon.

Proposal:

HR21/6 c) Staff Member 4 pay increase