

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 9.30AM ON TUESDAY 24 OCTOBER 2024

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

HR24/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Noel (previous commitment), Matt Smith (previous commitment).

HR24/24 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR24/25 MINUTES

It was

RESOLVED that the minutes of the meeting held on 14 August 2024 be agreed and signed by the Chair.

HR24/26 WORKS MAINTENANCE OPERATIVE

(a) **RESIGNATION** – Following the recent resignation without notice, the subsequent action taken was reported.

(b) **RECRUITMENT** – It was reported that as previously agreed, the position had been advertised locally via posters, on the website and on various Facebook pages. Information had also been sent to previous enquirers.

(c) **END OF PROBATION PERIOD** – The Committee agreed to the successful completion of probation period for staff member 2.

HR24/27 STAFF WORKING PATTERN

The proposed change of working pattern if a new member of staff is not appointed, was not agreed. It was felt important that there is cover on at least one weekend day consistently.

HR24/28 EMPLOYMENT CONTRACT REVIEW

Following circulation of an updated employment contract drawn up by NALC with advice from WorkNest (attached A), it is proposed that this be adopted as the standard contract for new employees.

HR24/29 WAGES BUDGET 2025/26

The Committee considered the proposed wage rates for 2025/26 and agreed in principle subject to any necessary tweaks which may be required to NI after the Chancellors upcoming budget.

The meeting closed at 9.50am.

Proposals to Full Council: HR24/28 Employment Contract