



Wickersley Community Centre,
286 Bawtry Road, Wickersley,
Rotherham.
S66 1JJ
Clerk: Rachel Chico
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26th June 2018

Dear Councillors,

You are hereby summoned to attend a meeting of the Human Resources Committee of the Parish Council, to be held on **Wednesday 18th July 2018**, in the Community Centre, Bawtry Road, Wickersley, commencing at **9:30am** for the purpose of transacting the following business:

Rachel Chico
Clerk to the Council

BUSINESS

ENCLOSURE:

1. To receive apologies for absence
2. To approve the minutes of the meeting of 11th June 2018 (A)
3. To note matters arising of the meeting of 11th June 2018
Action Log (B)
To gain clarification regarding confidential items (C)
4. To receive a financial update to 26th June 2018 (D)
5. To discuss and agree further action on draft HR policy document (E)
6. To review current allocated hours, workload and requirements
7. To receive feedback from the staff meeting – 27th June 2018

SE gave an overview of the meeting, that all staff were in attendance including Caretaker for WCCA. Winthrop organiser requested training on risk assessments. Discussion around expenses which went to the last Parish Council meeting.

Discussion re consultation for the park plans with staff.

To look at carrying out the meeting annually.

8. YLCA attendance at HR meeting

To reply to YLCA the disappointment at them not being able to attend a meeting. It was raised regarding the cost of the service and other options. The Clerk explained the need of this service with access to specialist help, template documentation etc. To look at other options for the information to be in-line with the budget.

9. To discuss and agree printer costings / requirements

Printer accepted RICOH as proposal

10. To discuss and agree staff training plans

10.1 Skills list

10.2 Training assessment

Clerk explained the process that will take place on the above items, to be fed into a future meeting as progress develops.

10.3 Councillor training

Discussion took place with regard the budget and requirements. Cllr Thirlwall to carry out rules of debate training and councillors to be asked what needs for training they have. Overview training to be looked at as part of the budget process.

11. To note any other HR issues

A phone waiver protocol to be written in addition to the phone waiver. To go to full council. To be emailed to Chair of HR before adding to Parish agenda.

12. To resolve whether members of the press and public are to be excluded from the meeting due to the nature of the business to be transacted for agenda item 13. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2): -

13. To receive a review of salary history and discuss implications and take any necessary action
13.1 Salary history

The salary history breakdown was distributed to the committee and it was noted the gap closing due to higher increases for lower paid vs lower increases for higher paid. It was stated that the national guidelines are followed.

- 13.2 To confirm to proceed with salary reviews as per national agreement, as stated within contracts of employment

It was noted that a salary review had never taken place and the process for completing this and that is it a contractual requirement. YLCA offer a free service to carry out the review. To be brought to the next meeting in-line with all reviews required to be scheduled in.

Closed 11:20