

**Minutes of a Meeting of the Human Resources Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 26 October 2021**

Present: Cllrs Dean R (Chair), Francis, Dean A, Parker-Jones and Tidridge

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

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Public Session

1 Apologies for Absence

1.1 All Committee members were present.

2 Declarations of Interest and Requests for Dispensations

2.1 None declared or requested.

3 To recommend the adoption of the Human Resources Committee Terms of Reference

3.1 The recommended Terms of Reference for the Human Resources Committee were included in the document pack for the meeting.

3.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** that Item 7 on the agenda would be moved to the confidential business section of the meeting.

3.3 Proposed Cllr R Dean, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Council adopt the new Human Resources Committee Terms of Reference.

4 To agree the date of the Parish Assembly and begin planning

4.1 The Committee felt that the Parish Assembly, as it is called by the Chair of the Parish Council, should be a matter for discussion between the Chair and the Clerk, not the whole Committee.

5 To discuss a Mission Statement and Objectives for the Council and make recommendations

5.1 Cllr Tidridge read the Committee the proposed statement and objectives that had been discussed previously by the group. Cllr Tidridge was asked to forward the document to the Clerk. It is attached to the minutes as Appendix A.

Action: Cllr Tidridge

5.2 Proposed Cllr Parker-Jones, Seconded Cllr A Dean, **RECOMMENDED** unanimously that the Council approve the Mission Statement and Objectives laid out in Appendix A of these minutes.

6 To adopt the updated Training and Development Policy

6.1 The Training and Development Policy had received minor updates to reflect the changing number and roles of Cllrs and Officers, and to replace “Human Resources Working Group” with “Human Resources Committee” where necessary.

6.2 Cllr Tidridge noted that many current vacancies in the sector require applicants to already have training in most if not all areas, and do not offer training. Cllr Tidridge was pleased that Bishopstoke Parish Council has a Training and Development Policy in place already and supports all those working for the Council with ongoing training.

6.3 Cllr Parker-Jones suggested amending clause 3.1 to avoid the need to bring the policy back before the Committee every time the number of Cllrs or Officers, or the job titles, changes. The Clerk suggested the clause read “Bishopstoke Parish Council is made up of Councillors, Officers, and occasional volunteers from within Bishopstoke, who provide invaluable support for the parish’s work. Training and development for these groups will be regularly reviewed.”

6.4 Proposed Cllr Parker-Jones, Seconded Cllr Francis, **RESOLVED** unanimously that the Council adopt the updated Training and Development Policy, as amended in 6.3.

7 Date, time, place and agenda items for next meeting

7.1 The next meeting of the Human Resources Committee will take place at 7:30pm on Tuesday 22nd February at the Bishopstoke Methodist Church.

8 Motion for Confidential Business

8.1 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

9 To discuss current staffing levels and make recommendations

9.1 A document outlining the current staffing situation and one possible solution had been included in the document pack for the meeting.

9.2 The Committee agreed that current staffing levels should be examined further to establish whether further temporary or permanent staff are needed. Cllr Tidridge agreed to begin the process and will meet with the Clerk and RFO & Assistant Clerk in November to discuss the full range of Council activities the tasks that officers currently undertake to support them. This will lead to a decision on whether to recommend additional staff and if so, where best to use them.

Action: Cllr Tidridge, the Clerk and the RFO

10 Staff appraisal and salary recommendations

10.1 The Clerk's recommendations for and appraisals of Council Officers had been included in the confidential document pack for the meeting.

10.2 Proposed Cllr Parker-Jones, Seconded Cllr R Dean, **RECOMMENDED** unanimously that the Committee accept the Clerk's recommendations regarding the RFO & Assistant Clerk, the Cemeteries Officer and the Projects Officer, and recommend that Full Council accept them.

10.3 Cllr Tidridge noted that she was impressed with the Assistant Clerk's work on the Glebe Meadow Working Group.

10.4 The Chair asked for the Committee to grant him more time to complete the preparation for the discussion of the Clerk's appraisal, as he had not received comments from all Cllrs. The Committee agreed to postpone their consideration of the Clerk's appraisal until such time as the Chair is ready. Following the informal discussion between members an additional meeting of the Human Resources Committee will be called to conduct the Clerk's appraisal and make recommendations to Full Council. The Clerk was also asked to resend his previous appraisal to the Chair.

Action: Clerk

There being no further business, the Chair closed the meeting at 8:40pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Human Resources Committee Minutes

26th October 2021

Appendix A

Mission Statement and Objectives

MISSION

To enhance Bishopstoke as a great place to live, work and visit.

AIMS

- * To improve, and protect, our environment for residents and wildlife
- * To promote better health & well-being outcomes for all
- * To strengthen a sense of place for a thriving community

Objectives will form the next steps in how to achieve the Aims