

**Minutes of a Meeting of the Human Resources Committee  
held at Bishopstoke Methodist Church  
commencing at 7:00pm on 4 July 2022**

**Present:** Cllrs R Dean (Chair), A Dean, Hillier-Wheal and Tidridge (from para 4)

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

**Public Attendance:** 1 member of the public was present.

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**Public Session**

**1 Apologies for Absence**

1.1 All Committee members were present.

**2 To adopt as a true record, and sign, the Minutes of the Human Resources Committee meeting held on 1 March 2022**

2.1 The Minutes of the above meeting had been circulated prior to the meeting.

2.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** that the minutes of the Human Resources Committee meeting held on 1 March 2022 be adopted as a true record.

**3 Declarations of Interest and Requests for Dispensations**

3.1 None declared or requested.

*Cllr Tidridge arrived at this point*

**4 To recommend adoption of the Human Resources Committee Terms of Reference**

4.1 The Terms of Reference had been circulated with the papers for the meeting.

4.2 The Committee discussed the role of the Committee in appointing new members of staff and felt that it would be appropriate for them to have a lead role in both agreeing the job specifications, conducting the interviews and making the appointment, and that these should be included in the delegated responsibilities of the Committee. The Committee also felt they should take a role in overseeing the general productivity and efficiency of the Council and asked for the additional responsibility of conducting an annual review of the Council's requirements and the subsequent roles assigned to its officers. Finally, the Committee agreed that the Committee should be renamed the People Committee.

4.3 Proposed Cllr R Dean, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Council adopt the Terms of Reference, amended to include responsibility for the appointment of staff and for annually reviewing the requirements of the Council and adjusting officer roles accordingly, and that the Committee be renamed the People Committee.

**5 To discuss, amend if necessary, and recommend the Council Mission Statement and Objectives**

5.1 The Mission Statement and Objectives had been included with the papers for the meeting.

5.2 Proposed Cllr A Dean, Seconded Cllr R Dean, **RECOMMENDED** unanimously that the Council approve the unchanged Mission Statement and Objectives.

**6 To discuss, amend and recommend the details of the current officer vacancy**

6.1 The recommended details for the vacancy to be filled had been circulated with the papers for the meeting.

6.2 The Committee discussed the increase in staffing levels over the past six years and the potential impact of additional employees on Council Tax. The Clerk noted that the increase had allowed the Council to make improvements in a number of areas and also to bring the Council more into compliance with current requirements. The Clerk reminded the Committee that the need for an additional staff member had been identified in the previous year and provision had been included in the budget for an additional 15 hours per week, so there would be no impact on Council Tax from this proposed role. Finally, the Clerk noted that the scope of the proposed role included the vacancy created by the resignation of the current Cemeteries Officer and also the various inspections the Council is expected to undertake of its Assets as this has been identified as a weakness within the current structure.

6.3 The Committee noted that not all applicants would have taken GCSEs and requested that the Person Specification be amended to expect GSCE level 4 (or equivalent qualifications) in Maths and English. The Committee also requested that experience in admin be added to the Person Specification. Finally the Committee requested that the job title be changed to Assets Officer.

6.4 Proposed Cllr R Dean, Seconded Cllr Hillier-Wheal **RECOMMENDED** unanimously that the Council approve the job details as amended and advertise the vacancy as soon as possible.

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

7.1 The next meeting of the Human Resources Committee is expected take place at 7:30pm on Tuesday 25<sup>th</sup> October at the Bishopstoke Methodist Church. These details are subject to change.

*There being no further business, the Chair closed the meeting at 7:45pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_