

CHALFONT St. PETER PARISH COUNCIL



MINUTES of Chalfont St Peter Parish Council **Human Resources Committee** meeting on Thursday 22nd July 2021 at 7.30pm
Using the Zoom platform for virtual meetings.

MINUTES

Present: Cllr Darby, Cllr Dickson, Cllr Jha, Cllr North, Cllr Rush and Cllr Shinner.

In attendance: Mrs. Evans (Clerk) via zoom

1. Cllr Darby proposed Cllr Rush for the position of Chairman of the Human Resources Committee, seconded Cllr North, agreed. Cllr Rush accepted the position.
2. Cllr Rush proposed Cllr Jha for the position of Vice Chairman of the Human Resources Committee, seconded Cllr Shinner, agreed. Cllr Jha accepted the position.
3. Apologies received from Cllr Hatton.
4. The following declarations of interest were declared –

Cllr Rush – Buckinghamshire Councillor
5. The minutes of the previous HR meeting which took place on the 18th February 2021 were proposed Cllr Darby, seconded Cllr North, agreed.
6. To review outstanding actions from previous meetings.

46a Cllr Smith to take forward the suggestions for discussion with regards the LGPS. Update at action 10. **COMPLETED**

51a Clerk to change the date on the Haywarden vacancy post to an open ended date. **COMPLETED**

51b Clerk to advertise the planning & admin post ASAP with a start date if possible in April. **COMPLETED**

7. The clerk updated the committee on the interviewed which are due to take place on Monday.

Cllr Shinner, Cllr Hatton, the Head Haywarden and the Clerk make up the interview panel, there are a number of interview questions to go through and a 15 minutes assessment which tests for logical thinking and H&S knowledge.

Cllr Darby highlighted that due to COVID the current job market is stale and that in the event both candidates are suitable instead of hiring just the one we could consider hiring both on a short term one year basis. This would give us the time to consider possible future projects and the possible need to keep both on.

Signed

Date

The Clerk agreed that it would be beneficial to have this option to consider and the interview panel will update the Main Council on Thursday with its recommendations.

8. To discuss and agree a course of action to ensure staff safety with COVID 19 restrictions being lifted on the 19th July .

The Clerk read through a statement which highlighted the work undertaken by the office team during the pandemic, the changes to the office to adhere to COVID restrictions and the individual specific health issues with the Clerk which has meant that she has worked from home during this whole pandemic.

Although the Government have lifted restrictions due to the nature of the Clerks illness the risk level to catch COVID and the potential impact of this have not changed.

The Committee unanimously responded that they are happy for the Clerk to work from home until it is deemed safe for her to return. Cllr Darby and Cllr Smith highlighted their support for the Clerk and that the efficiency has not changed during this period. The Clerk thanked the committee for all the support received.

9. The committee discussed the request to devolve the funds earmarked for contractors to assist the Haywarden whilst he is on his own to the Open Spaces Committee to manage.

The committee agreed the budget would stay in HR but they would devolve the responsibility to assign spend to the OS committee to enable them to respond in a timely manner to the need to hire contractors to undertaken work to assist the haywarden. Proposed Cllr Darby, seconded Cllr Dickson, agreed.

10. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1) Agreed.
11. To receive an update on the LGPS position and discuss and agree a course of action.

The Clerk provided a paper which provided the history to this issue and a copy of the cessation report information. The committee agreed a number of actions -

- i) Clerk to write to BALC/NALC to ask if there is any resources available to us as members to assist with this issue.
- ii) Clerk to speak to colleagues at other councils with regards their interactions with the LGPS.
- iii) Clerk to organise another HR meeting in September to receive an update on actions.

Meeting finished at 8.35pm

Signed

Date