



Wickersley Community Centre,
286 Bawtry Road, Wickersley,
Rotherham.
S66 1JJ
Parish Clerk Carol J Lavell-Smith
01709 703270
www.wickersleyparishcouncil.org.uk

17/06/2024

Dear Councillors,

You are hereby summoned to attend a meeting of the Human Resources Committee of the Parish Council, to be held on Monday 24th June 2024 at 18.30, this meeting will be held in the Library at the Community Centre, for the purpose of transacting the following business:

Carol J Lavell-Smith

Carol J Lavell-Smith
Clerk to the Council

BUSINESS

ENCLOSURE:

1. To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)
2. To receive and approve apologies for absence
3. To approve the minutes of the meetings of 4th December 2023 (A)
4. To note matters arising from above meetings
5. To receive a financial update (B)
6. To establish new line management arrangements for the Parish Clerk in line with YLCA advice (C)
7. To agree a proposed change of name of committee to HR and Staffing committee
8. To consider Terms of Reference for revised committee (C) & (D)
9. To consider items for inclusion in the Business Plan
10. To receive update on monitoring of clerking hours with specific reference to the Clerk Support role
11. To start to consider the revised job role of the Winthrop Organiser
12. Appraisals Update
13. To receive the date of the next meeting 23rd September 2024

Marie/Greg-points for no 7 as Jo is under resourced and unable to do any extra hours, which would be the preferred solution

- Support with peaks and troughs from Amy and I though impacts on our work!
- Extra meetings being added do not help eg Events, this was supposedly dormant all year except for Christmas lights, she's had 3 meetings recently!!
- Large difference with support from Rachel, all actions would not have happened otherwise, especially on R and E
- Football grown exponentially esp time consuming in season
- Jo covers most of village support actions also (consequence of the committees she clerks)
- R and E very work intensive committee, and now a lot more environment actions than previously!
- Chair of above very active , lots of walk abouts with action lists!
- Also increase in unplanned actions ASB (solar lights)
- R and E most intensive part of business plan
- Jo cannot currently work more hours, casual support hours, zero hors contract?

It is worth noting both WCCA and football hire have become busier as can be seen with increased income , the knock on though is affect on staff resources

There is no give anywhere , especially as Amy and I are trying hard to control TOIL (Jo does not work any extra hours to gain TOIL) this is apparent from periods of sickness/absence
WCCA is not correctly resourced, its always been hidden within parish