

Wickersley Parish Council

Minutes of the Human Resources Committee

9:30am – 29th January 2020 held at Wickersley Community Centre

Members: Cllrs Thirlwall (Chair) J Barber, P Beighton, S Ellis , N Judah and B McNeeley

In Attendance: C Lavell Parish Clerk

186 To receive apologies for absence

All HR Committee Councillors in attendance

187 To approve the minutes of the meeting of 26th November 2019

RESOLVED The minutes were approved as a true record, with the correction of 1 typing error.

188 To note matters arising from the meeting of 26th November 2019

The Clerk to organise 1 day of Sage training for self and Assistant Clerk(s), to include overview of functionality of Sage, revisions to processes and reporting (need improved budget monitoring and variance analysis). Costs (£1,000) to be met from 2019-20 budget (Reserves policy element) Training to be completed by 31/03/2020

Appraisals-Several different appraisal forms have been secured from research undertaken by the Clerk. The topic of appraisals was discussed, and it was decided the team of Clerks would together devise/choose an appraisal form for use and to link this with the Staff Appraisal Policy to be written by the Parish Clerk. (To be presented at HR meeting on 28/04/2020

Review of HR Policies

The Parish Clerk has undertaken an audit of existing Policies within the Parish Council and identified 33 policies to date.

She proposed that the following were reviewed/written as priority for the period 2020/21

1. Staff Appraisal
2. Internal control Policy (a requirement from 2019 Internal Audit)
3. Disciplinary and Grievance
4. Sanding Orders
5. Financial regulations
6. Code of Conduct
7. Key Policy- WCCA
8. Staff Leave and Absence
9. GDPR-suite of documents

The rationale for the above, being immediate need and important Parish legal documents, which need to be up to date.

Wickersley Parish Council

The Clerk was requested to prioritise the entire list for the next meeting

189 To receive a financial update to 31st December 2019

The Clerk presented the financial statement.

Wickersley Parish Council	Actual to 31/12/19	Committed to 31 Mar 2020	Total projected to 31 Mar 2020	Budget 2019-20	- Surplus/Deficit projection to 31 Mar 2020
EXPENDITURE	A	B	C=A+B	D	E=C-D
Phones mobile	£10.00	£0.00	£10.00	£360.00	£-350.00
Advertising	£538.00	£0.00	£538.00	£0.00	£538.00
Phones - Office	£703.63	£46.37	£750.00	£750.00	£0.00
Phones - BT Broadband	£353.10	£96.90	£450.00	£450.00	£0.00
Postage	£155.02	£100.00	£255.02	£400.00	£-144.98
Stationery	£279.87	£120.13	£400.00	£400.00	£0.00
Mileage & Travel Expenses	£0.00	£75.00	£75.00	£150.00	£-75.00
Newsletter	£2,472.21	£177.79	£2,650.00	£2,650.00	£0.00
General Expenses	£3,245.52	£750.00	£3,995.52	£1,000.00	£2,995.52
Membership - YLCA/CPRE/SL	£1,346.00	£0.00	£1,346.00	£1,200.00	£146.00
Insurance	£2,148.42	£0.00	£2,148.42	£3,200.00	£-1,051.58
Audit Fees	£1,005.00	£0.00	£1,005.00	£1,100.00	£-95.00
Conferences & Training	£0.00	£360.00	£360.00	£500.00	£-140.00
Website	£40.00	£200.00	£240.00	£750.00	£-510.00
Elections					
IT Support	£900.00	£400.00	£1,300.00	£1,300.00	£0.00
Project New website					
Total Administration	£13,196.77	£2,326.19	£15,522.96	£14,210.00	£1,312.96
Salaries - Administration	£41,437.99	£6,562.01	£48,000.00	£48,000.00	£0.00
Home Office Expenses	£0.00	£0.00	£0.00	£216.00	£-216.00
Salaries - Handypersons	£16,163.55	£4,836.45	£21,000.00	£21,000.00	£0.00
Tax & NI	£4,379.75	£2,120.00	£6,499.75	£7,500.00	£-1,000.25
Superannuation	£3,986.29	£1,325.00	£5,311.29	£4,000.00	£1,311.29
Total Human Resources	£65,967.58	£14,843.46	£80,811.04	£80,716.00	£95.04

The Salaries, administration figure was questioned and on checking it was noted to be wrong and should read £14,436 (this is a gross figure including superannuation and HMRC costs also) in the committed to 31/3/2020 column.

The below shows the corrected information as requested.

It was stated that any overspend on the budget had been previously identified as a consequence of the revised staffing structure during the year with the overspend being met from Reserves (stated at £15,000). This is as **RESOLVED** as part of Full Council Reserves Policy for the year 2019/20

Wickersley Parish Council

Salaries - Administration	£41,437.99	£14,436.00	£55,873.99	£48,000.00	£7,873.99
Home Office Expenses	£0.00	£0.00	£0.00	£216.00	-£216.00
Salaries - Handypersons	£16,163.55	£4,836.45	£21,000.00	£21,000.00	£0.00
Tax & NI	£4,379.75	£2,120.00	£6,499.75	£7,500.00	-£1,000.25
Superannuation	£3,986.29	£1,325.00	£5,311.29	£4,000.00	£1,311.29
Total Human Resources	£65,967.58	£22,717.45	£88,685.03	£80,716.00	£7,969.03

Further questions were posed, the overspend on General Expenses was questioned and it was explained part of this was miscoding from stationary, postage etc. and the purchase of a new laptop for the Parish Clerk.

The year of the Insurance contract was queried as it was acknowledged a 3-year contract had been entered into. The Parish Clerk to check.

190 To determine whether to propose changes to basis on which WCCA staffing recharge is made.

Currently the recharge is based on total cover of the Caretakers salaries (gross) and 5 hours a week of the Parish Clerk's time.

Recharge costs 2019/20 being £26,300 with an increase planned for 2020/21 to reflect changes in pay etc. to £27,800.

This issue was raised at Full Parish as to whether this basis was still accurate and appropriate due to changes in staffing and associated grades. It was resolved to be discussed by HR and Finance committee and then presented back to Full Council.

It was acknowledged there are many angles to be considered, principles already established across the Parish Council on associated lines, the fact a recharge needs to work both ways and new areas to consider.

The motion was proposed and seconded that a task and finish group is established to consider this, consisting of the;

- Chair of WCCA
- Chair of Finance
- Chair of HR
- Chair of Parish
- Cllr N Judah (Finance -WCCA)

The Brief being that the following are considered in more detail.

- The accounts of WCCA (as not been presented to Full Council recently/ during 2019)
- The Recharge (as referred to above)
- Rent
- The Budget position for 2019/20 and proposed for 2020/21

From the ensuing debate the following was added to the above: -

- If the WCCA were to lose money/run at a deficit, is it the responsibility of the Parish Council to underwrite the debt
- Whether the "usage aspirations" for the Centre were recorded at inception

Wickersley Parish Council

It was **RESOLVED** unanimously to action the above including the additional item(s)

The Parish Clerk to arrange the first meeting in February/early March

191 Staff Training and Staff Training Assessments

The Parish Clerk has made a request that the Administration team attend the YLCA Spring Seminar if the Individuals wish to. It was agreed as a one off that this could be permitted at a cost of £480. In subsequent years it would be expected the Parish Clerk or other attendee would cascade information to the team.

The Chair of HR had agreed to the request subject to anyone attending submitting a short report to him regarding an evaluation of the event/benefits to the individual.

It was stated that the new staff Appraisal policy needs to link any training undertaken to an individual's training needs identified at their appraisal

192 Staff Annual Leave

The Parish Clerk is introducing an Annual Leave/TOIL record sheet.

The Parish Clerk sought clarification on the carry over of leave above the permitted 5 days.

It was **RESOLVED** that this year the Parish Clerk and Assistant Clerk Support could carry over additional leave to a maximum of 7 days (total maximum of 12 days) if so required.

The Parish Clerk is tasked with prioritising producing a Staff Absence/Holiday Policy as a priority to cover time of in lieu arrangements, carry forward of leave, leave in exceptional circumstances, holiday buy back arrangements as well as mainstream issues covered within this subject. Policy to be produced by September 2020.

193 To discuss proposed bid to small projects fund for Parish Council website.

RESOLVED to support this proposal. Parish Clerk to provide Chair with relevant information.

194 To note the meeting dates for 2020, commencing at 9.30 am

28th April 2020
8th July 2020
26th November 2020

The meeting was closed at 10.50am

Chairperson..... 28th April 2020