



**Minutes of the Human Resources Committee
18.30 25th September 2023, held in the Meeting room of the Community Centre.**

Members: Cllrs M Woodhead (Chair), P Beighton, M Godfrey , B McNeely,
K Phillips and P Whitworth

In attendance: Cllrs M Woodhead (Chair), P Beighton, M Godfrey, B McNeely and K
Phillips

In attendance: C Lavell (Parish Clerk) Cllr A Bates

299 To receive apologies for absence.

Apologies received from Cllr Whitworth (Covid)

300 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).

No items moved to confidential.

301 To appoint a vice chair of HR Committee

RESOLVED unanimously to appoint Cllr Philips as Vice Chair

302 To approve the minutes of the meetings of 18th January 2023 and 15th August 2023

The Parish Clerk stated that the minutes presented for the meeting on 18th January 2023 were written by the Assistant Clerk at the request of the Chair of Parish and not the ones she had prepared.

RESOLVED to accept the minutes of 18th January 2023 as a true record.

RESOLVED to accept the minutes of 15th August 2023 as a true record.

303 To note matters arising from minutes of the meetings of 18th January 2023 and 15th August 2023

From the meeting on 15th August 2023,

Minute 297-Views of full council still to be sought on opening hours of parish office and whether there is a need for 5 days opening. Clerk to add to October council agenda.

304 To receive a financial update

The parish clerk presented the below report, explaining that the overspend on staffing was due to staff covering sickness.

A breakdown was requested for all items in general expenses, the clerk to provide this.

The location of the parish support budget, which is a new budget heading to cover unplanned expenditure, such as resulting from Anti-Social behaviour was questioned as to why it is located in HR and not Finance as considered to be a governance issue. It was suggested it is reallocated to the finance committee to manage and for this committee to notify chairs when items of expenditure relevant to their committee occur e.g., damage to play equipment from ASB, Recreation and Environment to be notified. The clerk to discuss this amendment with the chair of finance in advance of the 24/25 budget preparation process.

EXPENDITURE					
Phones - Mobile	£0.00	£0.00	£0.00	£0.00	£0.00
Phones - Office & BT Broadband	£204.51	£550.00	£754.51	£1,100.00	-£345.49
Postage	£292.50	£300.00	£592.50	£250.00	£342.50
Stationery	£299.03	£500.00	£799.03	£1,150.00	-£350.97
Mileage & Travel Expenses	£0.00	£150.00	£150.00	£150.00	£0.00
Newsletter	£0.00	£1,500.00	£1,500.00	£3,000.00	-£1,500.00
General Expenses	£1,120.67	£1,500.00	£2,620.67	£3,500.00	-£879.33
Membership - YLCA/CPRE/SLCC/YRCC	£1,337.00	£100.00	£1,437.00	£1,400.00	£37.00
Insurance	£3,211.30	£0.00	£3,211.30	£3,500.00	-£288.70
Audit Fees	£535.00	£1,250.00	£1,785.00	£1,550.00	£235.00
Conferences & Training	£43.09	£450.00	£493.09	£1,300.00	-£806.91
Website	£0.00	£750.00	£750.00	£750.00	£0.00
Elections	£0.00	£0.00	£0.00	£0.00	£0.00
IT Support	£453.06	£3,500.00	£3,953.06	£4,000.00	-£46.94
Parish Support	£560.21	£0.00	£560.21	£4,000.00	-£3,439.79 NEW
Total Administration	£8,056.37	£10,550.00	£18,606.37	£25,650.00	-£7,043.63
Salaries - Administration	£49,705.42	£48,000.00	£97,705.42	£82,140.00	£15,565.42
Home Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00
Salaries - Handypersons	£13,370.13	£15,000.00	£28,370.13	£32,000.00	-£3,629.87
Tax & NI	£4,979.81	£4,750.00	£9,729.81	£7,500.00	£2,229.81
Superannuation	£11,512.96	£11,500.00	£23,012.96	£14,500.00	£8,512.96
Total Human Resources	£79,568.32	£79,250.00	£158,818.32	£136,140.00	£22,678.32

305 To receive an update on the appraisal process.

The Parish clerk explained that the appraisal process had now commenced for 2023 and further appraisals were planned.

306 To consider proposed new staffing structure.

The Chair explained that a series of job descriptions relating to both finance and Responsible Finance Office roles had been circulated with the agenda, along with job descriptions for all members of the clerking team. She requested that councillors consider these documents at this point within the meeting, to highlight items they wished to be included within the new role.

To assist this scoping process the clerk had prepared a proposed job description also.

Following detailed discussions and consideration of the WPC job descriptions, the clerk was provided with a list of items councillors wished to have included within the new job description and tasked with collating this information into a proposed job

description for the new role of Deputy Clerk with specific responsibilities for finance and WCCA. It would incorporate tasks on both the current admin and finance assistant clerks job descriptions and WCCA element from the parish clerks job description.

Councillors also considered the job description of the assistant clerk-support as she had picked up tasks from the early 2023 reshuffle of job responsibilities. It was acknowledged that this reallocation including taking on the largest and most active subcommittee, Recreation and Environment as well as the management of football bookings, play inspections and health and safety for both Bob Maon, including the pavilion and Wickersley Park was too onerous for the 21-hour position.

The parish clerk to therefore take on responsibility for Woodlands committee, marketing for the parish excluding the newsletter, and to provide more directed works requirements with both assistant clerks as and when required and where capacity allows to help balance this.

Staffing resources for parish events, currently on the assistant clerk's support job description, are to be detailed separately and to be the subject of a project bid e.g., Christmas Lights and the Gala. This would then be the subject of an overtime payment as opposed to being from core hours.

RESOLVED that Standing orders extended for 20 minutes.

It was **RESOLVED** that the new role would be as described above, established at SCP point 24- and set at 28 hours. This is an increase of 3 hours on the current job. The increase in pay scale reflects the increased responsibilities for WCCA and within the finance role, as well as deputizing for the parish clerk where required.

The discussed breakdown of the role on an average week is as below.

Function	Hours
Finance + Business (WPC & WCCA)	15
WCCA	4
Planning	2
Parish	7
Total	28 hours

The increased costs as **RESOLVED** by councillors are detailed below and total £7,450. The parish clerk advised that a proposed reduction in the current handypersons budget of £5,000 will help fund this, without any detriment to the service provided by the handypersons or their hours worked.

Additional costs for revised staffing structure	Amount of Increase	Notes
Increase of 3 hours a week over replaced assistant clerk admin and finance post	£5,750	Working on SCP point 24 £16.16 an hour
On costs	£1,700	PAYE and superannuation
Total	£7,450	

The Parish clerk to provide a draft job description to the Chair of HR on 26/9/2023 and prepare an outline report to accompany this for full council meeting on 16th October 2023. Due to annual leave of the parish clerk, a quick turnaround is required to get the paperwork ready, and it was agreed that the Chair and Clerk would talk to finalise this on 26/9/2023.

297 To arrange a date for the next meeting of the HR committee

The next meeting was arranged for Monday December 4th December at 18.30 in the meeting room.

The meeting was closed at 20.50pm