



**Minutes of the Human Resources Committee
18.30 on 4th December 2023, held in the Library at the Community Centre.**

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

In attendance: Cllrs M Woodhead (Chair), P Beighton, M Godfrey B McNeely,
G Pacey and P Whitworth

In attendance: C Lavell (Parish Clerk)

The Chair welcomed Cllr G Pacey to his first meeting of the HR committee and explained that Cllr K Phillips had resigned from the committee to reduce the number of committees she is on.

308. 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)

It was **RESOLVED** to move the staffing item," To commence the discussion on the role and hours of the assistant clerk support as the final stage of the clerking restructure" to confidential.

309. To receive and approve apologies for absence.

All committee members present.

310. To appoint a vice chair of HR committee

It was **RESOLVED** unanimously to appoint Cllr Pacey as the Vice Chair of the Human Resources committee.

311. To approve the minutes of the meetings of 25th September 2023

It was **RESOLVED** unanimously to approve the minutes as presented.

312. To note matters arising from above meetings

305 The Parish Clerk reported that appraisals for staff were progressing.

The clerk was requested to follow up with YLCA, following their recent all councillor training session, clarification relating to who conducts the appraisal for the clerk and who has line management responsibility for the clerk.

313. To receive a financial update

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

Chairman initials:

A handwritten signature in black ink, appearing to be the initials 'JP'.

She reported that following the conversation at the September HR meeting regarding the location of several budget lines which the committee did not consider should come under the remit of HR, they would be moved to the renamed Finance and Governance committee. These include all the items under the administration section including the parish support grant, IT, audit, website etc.

HR will retain responsibility for monitoring the salaries and the associated budget lines, marked Human Resources on the below spreadsheet. This is in keeping with the Terms of Reference undertakings.

It was **RESOLVED** to support this proposal unanimously.

EXPENDITURE					
Phones - Office & BT Broadband	£593.13	£200.00	£793.13	£1,100.00	-£306.8
Postage	£395.08	£150.00	£545.08	£250.00	£295.0
Stationery	£569.09	£450.00	£1,019.09	£1,150.00	-£130.9
Mileage & Travel Expenses	£0.00	£100.00	£100.00	£150.00	-£50.0
Newsletter	£1,150.00	£1,150.00	£2,300.00	£3,000.00	-£700.0
General Expenses	£1,959.23	£1,500.00	£3,459.23	£3,500.00	-£40.7
Membership - YLCA/CPRE/SLCC/YRCC	£1,337.00	£0.00	£1,337.00	£1,400.00	-£63.0
Insurance	£3,211.30	£0.00	£3,211.30	£3,500.00	-£288.7
Audit Fees	£1,375.00	£0.00	£1,375.00	£1,550.00	-£175.0
Conferences & Training	£168.09	£600.00	£768.09	£1,300.00	-£531.9
Website	£0.00	£750.00	£750.00	£750.00	£0.0
Elections	£0.00	£0.00	£0.00	£0.00	£0.0
IT Support	£845.58	£2,400.00	£3,245.58	£4,000.00	-£754.4
Parish Support	£685.21	£6,962.82	£7,648.03	£4,000.00	£3,648.0
Total Administration	£12,288.71	£14,262.82	£26,551.53	£25,650.00	£901.5
Salaries - Administration	£69,111.42	£30,000.00	£99,111.42	£82,140.00	£16,971.4
Home Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.0
Salaries - Handypersons	£19,392.15	£9,510.00	£28,902.15	£32,000.00	-£3,097.8
Tax & NI	£7,504.92	£2,895.00	£10,399.92	£7,500.00	£2,899.9
Superannuation	£16,338.08	£7,000.00	£23,338.08	£14,500.00	£8,838.0
Total Human Resources	£112,346.57	£49,405.00	£161,751.57	£136,140.00	£25,611.5

314. To review HR Terms of Reference

It was **RESOLVED** to add the following line as point j in undertakings, and to agree the revised Terms of Reference. (Appendix 1)

j) To review HR related policies for approval by full Parish Council

315. To re-approve policies already agreed by HR in January 2023

- Freedom of Information
- TOIL

It was **RESOLVED** unanimously to approve both policies and to recommend the documents are both approved by full council. (Appendix 2)

The freedom of Information policy as presented and the TOIL policy with the addition of the following clarification marked in italics.

Overtime must be agreed in advance with the Parish Clerk and Chair of Parish *or Chair of Human Resources if Chair of Parish not available.*

316. To consider the proposed Dignity at Work policy and timetable for reviewing other policies requested considered by HR committee by full council on 20/1/2023.

The parish clerk explained that the policy accompanies the Civility and Respect pledge which the parish council signed up to, in July 2023. It is a model document prepared by NALC and SLCC in response to the need identified within the sector. The only amendment to the model document made by the clerk is the addition of page numbers and numbering of sections.

It was **RESOLVED** unanimously to recommend the document is approved by full council.

317. To agree the dates of HR meetings for 2024

It was **RESOLVED** to agree the following dates for meeting in 2024.

12 th February	2024
24 th June	2024
23 rd September	2024
2 nd December	2024

Confidential Section.

It was **RESOLVED** to extend standing orders for 15 minutes.

318. To commence the discussion on the role and hours of the assistant clerk support as the final stage of the clerking restructure

The Chair reported that as part of the restructuring of the clerking team consisting of 4 members of staff, changes had been made to the job description of the parish clerk during her absence to address some of the operational and capacity issues. The post of Deputy parish clerk has been recently created to boost the finance function and provide more dedicated support for WCCA.

It is identified the other roles now need to be looked at with the aim of managing the workload effectively and within funded capacity.

The job description of the assistant clerk support was worked through, as additional duties have been allocated to this postholder during the clerk's absence. It was stated time consuming work may need to be separately funded in the future, e.g., events management to reflect changes made and capacity concerns.

The workload of the Winthrop Organiser needs to be also reviewed as high levels of TOIL are being recorded. The need therefore being identified to consider tasks undertaken compared with the job description.

Following discussion, it was agreed that the parish clerk would monitor workload and capacity issues of the staff and report back at the next meeting. In addition, she would consider requests for additional short notice work and reject if considered to be insufficient capacity, explaining the reasons.

The meeting closed at 8.45pm.

Appendix 1

Wickersley Parish Council Terms of reference for committees Reviewed by Council on 11th December 2023 Next Review Date May 2024

- 1) **COMMITTEE:** Human Resources
- 2) **POWER TO DECIDE:** Yes
- 3) **POWER TO SPEND:** Yes - within budget. (Except for approval of annual budget and spending in excess of budget, which must be authorised by full council) May be delegated to Clerk or Deputy/Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).
- 4) **ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
- 5) **MAX. MEMBERSHIP:** 6 Councillors.
- 6) **QUORUM:** 3 Councillors.
- 7) **CHAIRPERSON:** A Councillor to be elected each year at the first committee meeting after the Annual Council Meeting in May.
- 8) **MEETINGS/YEAR** Minimum four per year.
- 9) **REPORTING:** The Chairperson to report special items and/or recommendations to full council with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
- 10) **UNDERTAKINGS:**
 - a) To recruit and appoint staff and set remuneration levels.
 - b) To review, agree and approve contracts of employment and associated documentation.
 - c) To review, agree and approve pay awards and other conditions of service.
 - d) To agree overtime requirements for all staff, which must be within budget and attributable to a committee.

- e) To review and ensure sufficient staff to cover all necessary work, to report to full Parish Council.
- f) To monitor and assess employee performance, including the annual appraisal of the Clerk by the Chairperson of the Committee and the Chairperson of the Council.
- g) To set policy and act in relation to disciplinary matters – except the appeals process to be managed independently by the Vice-Chairperson of the Council.
- h) To establish training plans and a skills audit for all councillors and staff.
- h) To consider and report to full Council on matters relating to conduct and standards of Councillors.
- i) To consider any item delegated by Council.
- j) To review HR related policies for approval by full Parish Council

Appendix 2

DRAFT Updated after agreed at HR committee 18/1/2023, to be represented at HR committee 4/12/2023, approved to present to full council on 11/12/2023.

Wickersley Parish Council

Toil Policy and procedures

The Council recognises that it may be necessary for employees to undertake work outside of their contracted working hours (e.g., to attend additional evening meetings (not routine full council or committee meetings,) evening training or to complete urgent work).

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where it is necessary for them to work additional hours, they are appropriately recompensed.

The purpose of this policy is to ensure that employees are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

Scope

This policy and procedure apply to all staff of Wickersley Parish Council

One of the advantages of TOIL is that it allows an employee to manage their time according to their work commitments and may result in less hours being worked one week and more hours another week.

What is Time Off in Lieu?

Time Off in Lieu (TOIL) is defined as time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL is accrued for work **in excess** of paid hours, it should then be taken in accordance with this policy.

TOIL will not be exchanged for salary payments.

Overtime Payments

Overtime must be agreed in advance with the Parish Clerk and Chair of Parish or Chair of Human Resources if Chair of Parish not available. It must not be used to "mop-up" excess TOIL which cannot be taken. Overtime will generally be granted for activities which take place outside normal hours e.g., attendance at events etc.

Overtime is **distinct** from TOIL as overtime is work undertaken on a **prearranged** basis with the prior agreement of the Clerk/Chair of Parish

Accruing TOIL

Employees are required to record daily attendance on a timesheet. Employees are responsible for accurately completing their individual timesheet and the parish clerk (or Chair of the parish council for the parish clerk) is responsible for ensuring the accuracy of information on the timesheet and the continuity of workflow.

Where an employee has been asked to attend an event at a location which is not in their usual place of work, they may also record excess travel time as part of their working hours i.e., travel time to the event / meeting minus normal travel to work time.

Excessive levels of TOIL should not be accumulated.

The maximum level of TOIL that can be accumulated at any one time is the number of hours contracted to be worked within a week.

At financial year end, any unused TOIL in excess of number of hours contracted to be worked within a week will be lost.

The Winthrop Organiser due to the seasonal nature of the work is permitted to accumulate TOIL during the Winthrop opening period to be utilised to cover their absence during the 6 weeks winter closure period.

Redeeming TOIL

TOIL can only be taken if agreed by the parish clerk (or Chair of the parish council for the parish clerk). Any requests will be considered in line with operational requirements.

TOIL should be recorded on the annual leave request sheet.

TOIL can only be taken subject to sufficient hours accrued.

Adopted by Full Council on

Wickersley Parish Council



Freedom of Information Policy

This is the statement of intent as regarding Freedom of Information for Wickersley Parish Council

The Council supports the Freedom of Information Act's objectives of openness, accountability, and transparency in the public sector".

The Council will:

- Publish and maintain a Publication Scheme that at least meets the requirements of the Freedom of Information Act.
- Offer advice and assistance to applicants seeking information

- Respond promptly to all requests, acknowledging receipt of the request and informing the applicant of the anticipated time to release the information. Request for information to be responded to fully within 20 days. The response must be either the provision of the information or a refusal notice drawn up in accordance with the provisions of the legislation. If a response will take longer than 20 days this should be notified to the applicant, stating reasons and proposed time scale.
- Where exemptions are applicable, inform the applicant of these and indicate as soon as possible any impact this has on the timetable for responding to the request
- Inform applicants whose requests are deemed vexatious or repeated that their request will be exempted
- Assist, where possible, an applicant who is unable to detail their request in writing
- Inform an applicant of any charges likely to be levied
- Inform an applicant of alternative information that can be provided free, where the specific request would incur a charge
- Apply the principles of good records management as laid out in the Council's Retention and Archive Framework document, to the information release process
- Consider the impact of other related legislation such as the Data Protection Act and GDPR
In addition to this policy

Carol J Lavell-Smith Parish Clerk and Responsible Finance Officer

January 2023

Approved by Human Resources Committee 18.1.2023 Represented on 4/12/2023.

Adopted by Full Council on xxxx

Review date 4 years following adoption.