

Minutes

HR Committee Monday 26th March 2018

Cllr Fraser (West)	A	Cllr Nicklin (West) Vice Chairman	*
Cllr Fryer (Broadway)	*	Cllr Ridout (West)	*
Cllr Macfarlane (West) Chairman	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer

Public and press:

None present.

HR/17/035 Apologies for absence

Were received and accepted from Cllr Fraser, who had a work commitment.

HR/17/036 Declarations of Interest

None.

HR/17/037 Minutes

HR/17/037.1 The minutes of the HR committee meeting held on Monday 15th January 2018 were unanimously approved and signed as a true record.

HR/17/037.2 Matters arising from the meeting of 15th January 2018:

HR/17/037.2.1: HR/17/030.1 Community Centres/Civic Centre refers:

Members had queried the F rating awarded to the Civic Centre and had requested further information on the assessment criteria. It had been noted that the F rating was disappointing, and Members wished to see some improvement on this. The Clerk and Cllr Nicklin agreed to provide this to the meeting. **It was confirmed that an initial meeting had taken place between the Clerk, Cllr Nicklin and Alan Moon, the architect and clerk of works for the Civic Centre's refurbishment. Further meetings had been arranged and a fuller report back, with a plan of action for improving the rating, will be presented to the committee in due course.**

This was noted.

HR/17/037.2.2: HR/17/030.2 Dewey House refers: Two queries raised at the

previous meeting; that the Food Bank wall and the rear door respectively had not been painted as reported. The Clerk had advised members that she believed the work had been done and would check and report back at the next meeting. **The Clerk confirmed that both the wall and door had been painted as reported. However, the wall had not been given enough time to dry before painting owing to the pressure to re-decorate as soon as possible. This proved to be too soon, as advised, and the wall now needed to be taken back, dried out and re-painted.**
This was noted.

HR/17/038 Chairman's Announcements

The Clerk's appraisal had been pencilled into the diary.

Standing Orders were suspended to allow for public participation

HR/17/039 To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.
None to report.

Standing Orders were reinstated

HR/17/040 Reports from Unitary Authority Members

There were none to note.

HR/17/041 Health and Safety

Members were advised that the year-end report would be submitted to the Annual Meeting of the Council on the 14th May 2018. **Therefore, there no report was presented for the committee to consider.**
This was noted.

***Confidential session pursuant to Section 1 (2) of the
Public Bodies Admission to Meetings Act 1960***

HR/17/042 Members unanimously resolved to exclude members of the public as the business to be transacted contained personal information pertaining to staff members.

Staffing Matters

HR/17/043 Members unanimously approved and delegated the authority to the Clerk to recruit a Facilities Events Assistant SCP6.

HR/17/044 Members unanimously approved and delegated the authority to the Clerk and Cllrs Macfarlane and Fraser, to advertise and recruit for an Assistant Town Clerk. The Clerk to circulate the job and person specification for committee members' perusal.

HR/17/045 Members unanimously approved and delegated the authority to the Clerk to recruit a Temporary Facilities Events Assistant to cover for a member of staff currently on long term sick leave.

HR/17/046 Members noted that recruitment was currently underway for seasonal staff to run the boats on the lake and the Pavilion Café during the summer season. Budget provisions had been made for this.

The public and press were invited to return to the meeting after item HR/17/046 had been completed.

HR/17/047.1 The Council's pension contributions to the Local Government Pension Scheme will be decreased by 0.4% with effect from 1st April 2018. The new rate will be 20.4%. **Noted.**

HR/17/047.2 National Minimum Wage and Living Wage rates will change as follows:

Age	Current rate	Rates from 1 April 2018
25 and over	£7.50	£7.83
21 to 24	£7.05	£7.38
18 to 20	£5.60	£5.90
Under 18	£4.05	£4.20

All the above changes have been reflected in the 2018 – 2019 council budget. **Members requested that the Clerk confirm the differences between and application of, if any, the 'national minimum wage', and 'living wage'. The Clerk would email members accordingly. Noted.**

HR/17/047.3 Confirmation was still awaited on the national salary award. Once confirmed this would be back dated to the 1st April 2018 for all staff on green book contracts. **Noted.**

HR/17/047.4 The Clerk had completed all first line appraisals. In house interview and appraisal skills training had been arranged for 29th March 2018 for all managers with line management responsibility. **Noted.**

HR/17/048 **Communications**

None.