
AGENDA OF THE HUMAN RESOURCES COMMITTEE TO BE HELD ON TUESDAY 16TH FEBRUARY 2021, 7PM (ONLINE VIA ZOOM)

To take part in the meeting go to: www.zoom.com/join

Meeting ID: 822 2756 9047

Passcode: 268520

Please note that online meetings of the Parish Council are recorded electronically for the purposes of recording the business of the meeting and will be deleted after the minutes of the meeting have been produced.

AGENDA

1. Welcome from the Chair of the Committee
2. Attendance of Councillors to be recorded
3. To receive and record any apologies for absence
4. To record any declarations of interests on matters on the agenda
5. To receive any public representations at the discretion of the Committee Chair
6. To approve the minutes of the Human Resources Committee held on 13th October 2020
7. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.
8. To receive an update on the Apprentice Role
9. To receive an update on the recruitment of a part time weekend litter picker
10. To receive an update from the Clerk & Cllr Stevens on the staff appraisal process
11. To consider and approve staff training requests
12. To consider appointing a Cllr(s) to act as the Clerk's line manager and to hold regular meetings with the Clerk/staff
13. To discuss Council's pensions arrangements
14. To receive an update on Community Centre staffing arrangements
15. To receive an update on how COVID has impacted on staff working arrangements
16. To consider the process for reviewing staff job descriptions and staffing structure
17. To consider staff pay increases and payment of the living wage
18. To consider arrangements for annual leave
19. To consider arrangements for monitoring and recording staff working hours
20. To consider arrangements for Councillor Training
21. To receive a verbal report from the Clerk on any urgent correspondence concerning the work of the committee
22. To note the date of the next scheduled Human Resources Committee which will be held on Wednesday 31st March 2021 at 7pm