



*Meeting (No)*      **HR COMMITTEE (1)**  
*Time & Date*      **10am Tuesday 30<sup>th</sup> May 2023**  
*Place*                **Neston Town Hall**  
*Document*          **Minutes**

**Present:** Cllrs: S. Hudspeth, S. Jones, P. Kynaston, and S. Wastell

The meeting was opened by Cllr Wastell, Chairman of the Council.

**In attendance:** Z. Dean (Locum Chief Officer).

**PART 1: Items to be considered in the presence of the press and public**

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| <b>1</b> | <p><b>Election of Chair for the HR Committee 2023/24</b><br/> A nomination for Cllr Kynaston was withdrawn.<br/> Following a further nomination for Cllr Hudspeth,<br/> <b>It was RESOLVED:</b> To elect Cllr Hudspeth as Chair of the HR Committee for the 2023/24 Council Year.</p>                      |
| <b>2</b> | <p><b>Election of Vice Chair for the HR Committee 2023/24</b><br/> Following a nomination for Cllr Kynaston,<br/> <b>It was RESOLVED:</b> To elect Cllr Kynaston as Vice Chair of the HR Committee for the 2023/24 Council Year.</p>   |
| <b>3</b> | <p><b>Public Participation</b><br/> No members of the public were present.</p>   |
| <b>4</b> | <p><b>Apologies for Absence</b><br/> <b>It was RESOLVED:</b> To accept apologies from Cllr Doughty (work commitments).</p>   |
| <b>5</b> | <p><b>Declarations of Interest</b><br/> None received.</p>   |
| <b>6</b> | <p><b>Minutes</b><br/> <b>It was RESOLVED:</b> To accept and sign the minutes from the HR Committee meeting held on 29<sup>th</sup> November 2022.</p>   |
| <b>7</b> | <p><b>Finances</b><br/> Members noted that it was still early in the Council year.<br/> <b>It was RESOLVED:</b> To accept the Month 1 finance report.</p>  |
| <b>8</b> | <p><b>Confirmation of Ill Health Liability Insurance</b><br/> Members requested that the contact information on the policy be changed to Chief Officer.<br/> <b>It was RESOLVED:</b> To approve the continuation of the policy.</p>  |
| <b>9</b> | <p><b>Exclusion of the Press and Public</b><br/> <b>It was RESOLVED:</b> That under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information and staff matters.</p> |

**PART 2 Items to be considered in the absence of the press and public**

<b>10</b>	<b>Staff Contracts &amp; Job Descriptions</b>
a	<p><b>Model Contract</b></p> <p><b>It was RESOLVED:</b> To accept the Model Contract, with an amendment to be added under statutory holiday entitlement "Ideally to be taken in conjunction with office closures."</p>
b	<p><b>It was RESOLVED:</b> To agree that the Model Contract document will be tailored to each specific job role within the Town Council's staffing structure.</p>
c	<p><b>Staff Job Descriptions</b></p> <p>Committee discussed necessary amendments to both the Finance Manager/RFO and Community &amp; Environment Manager's job descriptions.</p> <p><b>It was RESOLVED:</b> That the Locum Chief Officer update the job descriptions as discussed, liaising with staff in the process, and bring before the Extraordinary Full Council meeting on 20<sup>th</sup> June.</p>
<b>11</b>	<p><b>Additional Staff</b></p> <p>Members discussed the implications employing additional staff along with the cost and budgetary implications.</p> <p><b>It was RECOMMENDED:</b> That Full Council be given the authority to appoint an administration assistant for 20 hours per week with a degree of flexibility, to start 1<sup>st</sup> September 2023.</p> <p><b>It was RESOLVED:</b> To defer the Ranger post until the next HR meeting.</p>
<b>12</b>	<p><b>Finance Manager &amp; RFO</b></p> <p><del><b>It was RECOMMENDED:</b> To confirm a six month uplift of 2 hours (making 22 in total) from the beginning of the Financial Year with one SCP increment from 1<sup>st</sup> April, hours to be reassessed in October 2023.</del></p> <p><i><b>NOTE:</b> 22 hours already agreed by NTC on 16<sup>th</sup> December 2022, therefore committee does not have authority to amend current terms.</i></p> <p><b>Resolution HR1/12 reversed by Full Council 20/06/2023 (FC2/36)</b></p>
<b>13</b>	<p><b>Locum Chief Officer Contract</b></p> <p>The Locum Chief Officer left the meeting at this point.</p> <p>Members received report HR1/13 in respect of the extension of the Locum Chief Officer's Contract, detailing terms and conditions of employment.</p> <p><b>It was RECOMMENDED:</b> To, as set out in the negotiated terms of the report, to extend Zoë Dean's contract as NTC's Locum Chief Officer for a 9-month period with effect from 1<sup>st</sup> July 2023, with a 6-month break clause.</p> <p>Committee noted that although the post is recognised as temporary, it was preferred for the "Locum" to be dropped from correspondence.</p>

Meeting closed at 11:35am

Signed \_\_\_\_\_ Dated \_\_\_\_\_