



Meeting (No) **HR COMMITTEE (2)**
 Time & Date **12pm Tuesday 27th February 2024**
 Place **Neston Town Hall**
 Document **Minutes**

Present: Cllrs: S. Hudspeth (Chair), S. Jones, P. Kynaston, and S. Wastell
In attendance: Z. Dean (Locum Chief Officer), T. Godrey (Finance Manager & RFO) Item 26 only.

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

22	Apologies for Absence No apologies were received. Cllr Doughty was noted as absent.
23	Declarations of Interest None received.
24	Public Participation No members of the public were present.
25	Minutes It was RESOLVED: To accept and sign the minutes from the HR Committee meeting held on 7 th November 2023. The Chair signed the minutes.
26	Finances The RFO joined the meeting briefly for this item only. A question was asked regarding the final budget for Salaries (code 4000). The accounts presented were up to January (month 10), two months of salaries are still to be paid, along with three months of pension contributions. The RFO stated that pay is likely to be overspent by Year End. Members queried the timeline for the Ranger, the Locum Chief Officer clarified that this service was planned for 2025/26. It was RESOLVED: To receive the financial budget control statement.
27	Exclusion of the Press and Public It was RESOLVED: 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.

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

28	Staff Appraisal Report The Locum Chief Officer talked members through the contents of the Staff Appraisal Report. It was RECOMMENDED: <ol style="list-style-type: none"> 1. To approve three staff members' incremental pay rises with effect from 1st April 2024, in accordance with their contracts and corresponding SCP grade following the completed appraisals. 2. To re-evaluate the job description for the Administration Assistant and select a title reflective of 'Officer'. Community Support Officer was suggested. 3. To initially increase the salary to SCP 3, upon reaching the end of the probationary period, with a further review to take place once the role had been evaluated.
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	<p>4. To review the Community & Environment Manager’s Job Description, evaluating it with point 2.</p> <p>5. To change the Corporate Support & Facilities Officer job title to Market & Town Hall Manager.</p> <p>Committee noted that elements of Community & Environment and Market & Town Hall Managers’ remits should appear in the Administration Assistant job description.</p>
<p>29</p>	<p>Chief Officer Contract</p> <p>The Locum Chief Officer left the meeting at this point.</p> <p>Members considered the report.</p> <p>It was RECOMMENDED: To extend the Locum Chief Officer’s contract of employment for a further six months to 30th September 2024, and that consideration be given to any further increment after completion of a performance appraisal.</p>

Meeting closed at 1:25pm

Signed _____ **Dated** _____