



Meeting (No) **HR COMMITTEE (1)**
 Time & Date **5pm on Tuesday 9th July 2024**
 Place **Neston Town Hall**
 Document **Minutes**

Present: Cllrs: S. Hudspeth (Chair), C. Braithwaite, S. Davies (substitute), S. Jones, and S. Wastell.

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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| 1 | <p>Election of Chair</p> <p>A nomination had been received for Cllr Hudspeth.</p> <p>It was RESOLVED: To appoint Cllr Hudspeth as Chair of the HR Committee for the ensuing year.</p> |
| 2 | <p>Election of Vice Chair</p> <p>It was resolved to postpone this item until the next meeting of the HR Committee.</p> |
| 3 | <p>Apologies for Absence</p> <p>Apologies were received for Cllr P. Kynaston for personal reasons.</p> |
| 4 | <p>Declarations of Interest</p> <p>None received.</p> |
| 5 | <p>Public Participation</p> <p>No members of the public were present.</p> |
| 6 | <p>Minutes</p> <p>It was RESOLVED: To accept and sign the minutes from the HR Committee meeting held on 27th February 2024. The Chair signed the minutes as an accurate record of the meeting.</p> |
| 7 | <p>Finances</p> <p>Item 7 was withdrawn.</p> |
| 8 | <p>Finances</p> <p>It was RESOLVED: To receive the first budget control statement for 2024/25.</p> |
| 9 | <p>Policies & Procedures</p> <p>a) It was RECOMMENDED: To Full Council the acceptance of the revised Disciplinary Policy.</p> <p>b) It was RECOMMENDED: To Full Council the acceptance of the revised Grievance Policy.</p> |
| 10 | <p>Ill Health Liability Insurance</p> <p>The Locum Chief Officer explained that the bill for the current year was lesser due to fewer employees being in the pension scheme at the start of the last financial year. Committee noted the Ill Health Liability Insurance correspondence.</p> |
| 11 | <p>Exclusion of the Press and Public</p> <p>It was RESOLVED: That under the Public Bodies (Admissions to Meetings) Act 1960,</p> |

Chair's Initial & Date:

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

12 Job Description Renewals

- a) **It was RESOLVED:** To receive a Staffing Report.
- b) **It was RECOMMENDED:** To Full Council a change of job title from the Administration Assistant to Community Engagement Officer.
- c) **It was RECOMMENDED:** To Full Council the updated Job Description and Person Specification for the Community Engagement Officer role.
- d) **It was RECOMMENDED:** To Full Council the new starting salary of SCP8 and salary range for the updated role, backdated to 1st April 2024.
- e) **It was RECOMMENDED:** To Full Council the updated Job Description for the Community & Environment Manager.

13 Date of the Next Meeting

The date for the next meeting is not set. This committee meets on an ad-hoc basis, as determined at the Annual Council meeting.

Meeting closed at 5:10pm

Signed _____ Dated _____