

## Agenda Item 7

### Recommendations of the HR Working Group:

Members of the Human Resources Working Group met on 21 August 2017 to discuss various staffing matters and the following actions are recommended by the HR Working Group:

#### 1. Staffing of the Luncheon Club.

It was agreed to recommend to the Council

- i. That the Clerk explore finding a substitute cook to employ, depending on the continuing health situation of one of the current cooks
  - ii. That the Clerk advertise in the upcoming Newsletter, and elsewhere if appropriate, for one or more volunteers to help with Luncheon Club jobs.
- It was also agreed to ask if any Councillors would be prepared to go on a rota to help with these jobs.

#### 2. The need for the Clerk to have staffing help with Risk Assessments and COSHH administrative work, which needs writing/updating in light of the Council taking on a wider range of responsibilities, with more to come.

It was agreed to recommend to the Council

- i. That the Council employs a person who is experienced in drawing up Risk Assessments, who will undertake this work for an initial three month period, for 8 – 10 hours per week. Funding for this to come from the various budget headings in which the Assessments are drawn up, e.g. allotments.

#### 3. The considerable difficulty the Clerk has been having for years now in taking anything like his full holiday allowance, given the increase in his responsibilities since the Council took on Holmefield House.

It was agreed to recommend to the Council:

- i. That the equivalent of two weeks overtime be paid in lieu of lost holiday for the holiday year 2016/17. This would cost approximately £1200, of which £600 is already in the Clerk's pay budget.
- ii. That given the Clerk's increasing duties the HR Committee consider the Clerk's position on the Local Government scale at a later date and make appropriate recommendation to the Finance Committee for budget setting.

#### 4. The effect of preparation of monthly General Purposes meetings on the ability of the Clerk to manage his increased responsibilities.

It was agreed to recommend to the Council:

- i. That the frequency of General Purposes meetings be changed to every two months
- ii. That minor planning items needing a decision between the monthly full and the bi-monthly GP meetings could be dealt with by ad hoc meetings of the Chairs and Vice Chairs.

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### **5. Implementation**

It was agreed to recommend that these items be put on the agenda of the next General Purpose meeting, with financial implications agreed being put to a Full meeting for endorsement.