

Wrockwardine Parish Council

Minutes of the Human Resources Committee Meeting held on Friday 19th November 2021 at 11.00a.m at Admaston House, Admaston

Present: Cllr Mr P Cooper (Chairman)
Cllr Mrs E Anderson
Cllr Mr K Ballantyne

In Attendance: Ms J Hancox (Clerk)

21/18 Welcome

The Chairman welcomed everyone to the meeting.

21/19 Apologies for absence

None

21/20 Declaration of Interests & Dispensations

- a) Pecuniary – None declared
- b) Personal – None declared

21/21 Public Session

No matters raised.

21/22 Minutes

It was **RESOLVED** to confirm and sign the minutes for the meeting held on 18th August 2021 and which were received by Full Council on 8th September 20221.

[Proposer: Cllr Anderson; Seconder: Cllr Ballantyne; Vote: Unanimous]

21/23 Terms of Reference

A draft document was circulated prior to the meeting and some amendments were made. Following the changes, the Committee agreed for the document to be presented to the Council for approval at December's meeting.

[Proposer: Cllr Anderson; Seconder: Cllr Ballantyne; Vote: Unanimous]

21/24 Lone Working

The Clerk reported that the use of Safepoint was going well. Following a discussion regarding the procedure when using the service, the Committee asked the Clerk to do a report to Council recommending that the Council subscribe to Safepoint for 12 months and also to purchase two emergency key fobs for use by the Clerk and Cllr Mrs Ballantyne when they are out working in the Parish.

21/25 Appraisal Document

A draft appraisal document was circulated prior to the meeting. Following a discussion, which included considering whether the appraisal should be carried out by an "experienced" Clerk from outside the Council, it was agreed by the Committee that, following some amendments, the appraisal document be presented to the Council for adoption.

[Proposer: Cllr Anderson; Seconder: Cllr Ballantyne; Vote: Unanimous]

Appendix 1
Wrockwardine Parish Council
Human Resources Committee
Item 11
Clerk's Work Load Briefing

Background

This year 3 additional committees have been introduced by the Council and this has meant instead of 6 meetings to organise, an additional 8 meetings have taken place since May (14 meetings in total). Organisation of these meetings includes posting the agenda of each meeting at least 3 clear days before the date of the meeting on all 5 notice boards around the Parish as well as on the website. This is in addition to the legal requirement to post the "Notice of Public Rights & Publication of Unaudited AGAR" and the "Notice of Conclusion of Audit".

The Clerk has inherited her predecessor's way of doing this – posting the full agenda(s) usually a full week prior to the meeting. However, legally only a "notice" of a meeting needs to be posted and, the public can then be directed to the website or directly to the Clerk for the actual details of the agenda.

Proposal

To change the current procedure and post on the notice boards "notices" of forthcoming meetings. This includes a yearly notice giving details of scheduled Full Council meetings and, at least quarterly, a notice of additional committee meeting dates. Where meetings are arranged outside the pre-agreed dates, a relevant notice would be posted accordingly and within the specified time (3 clear days).

Overall, this would reduce the administrative time taken in producing all the agendas and the time taken travelling around the Parish to post them. It would also support the climate change agenda, cutting the Clerk's carbon footprint, reducing mileage and printing/paper costs.

Recommendation

That, taking account of the Clerk's time, resources, and meeting the needs of the Council's emerging Climate Change Strategy, the proposals outlined to rationalise the procedure for giving the public notice of Council and committee meetings be adopted.

Julia Hancox
Clerk & Responsible Finance Officer
15th November 2021