

Charmouth Parish Council

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MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 9.30AM ON WEDNESDAY 28 JUNE 2023

In attendance: Cllrs Jane Bremner, Melanie Harvey, Katie Moore and the Clerk, Lisa Tuck.

HR23/06 ELECTION OF CHAIR AND VICE CHAIR

Jane Bremner was nominated as Chair and Katie Moore as Vice Chair, following no other nominations it was

RESOLVED that Jane Bremner be elected as Chair of the HR Committee for the coming year and Katie Moore be elected as Vice Chair.

HR23/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Noel (holiday) and Andrew Lightfoot (previous commitment).

HR23/08 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR23/09 MINUTES

It was

RESOLVED that the minutes of the meeting held on 2 May 2023 be agreed and signed by the Chair.

HR23/10 RECRUITMENT

In view of the fact that no further applications had been received and the proximity to the main holiday season, it was agreed that the position should be advertised again in the Autumn. In the meantime, the Facilities Manager has taken on a lot more outside work and all outside staff are very busy. Also, the contractor who had given up cutting the cemetery had agreed to continue until the end of September. The Seasonal Beach Assistant had agreed to cover the foreshore during the day on a Sunday (11am-7pm) instead of the evening.

HR23/11 OTHER ONGOING STAFF ISSUES

- (a) Staff Member 3 – confirmation of retirement date.
- (b) HR advice - It was reported that DAPTC are hoping to secure HR assistance from Worknest for DAPTC members and it was agreed that initially, DAPTC should be approached to see if advice could be sought on several ongoing issues.
- (c) Sick Pay – after a discussion about the current arrangements, it was agreed that enquiries should be made to DAPTC as to whether the whole issue of sick pay could be raised with Worknest.
- (d) Staff Member 2 – update on sickness absence.
- (e) Office/desk move – further to discussions in May, it was agreed to carry out the desk move as soon as practical to improve the efficient running of the office.

The meeting closed at 10.05am.