

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-mail clerk@charmouthparishcouncil.gov.uk



MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 11.00AM ON WEDNESDAY 15 NOVEMBER 2023

In attendance: Cllrs Jane Bremner, Melanie Harvey, Peter Noel and the Clerk, Lisa Tuck.

HR23/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Andrew Lightfoot and Katie Moore (both previous commitments).

HR23/19 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR23/20 MINUTES

It was

RESOLVED that the minutes of the meeting held on 23 August 2023 be agreed and signed by the Chair.

HR23/21 RECENT RECRUITMENT CONFIRMATION

As per ongoing discussions, it was confirmed that a new Works Maintenance Operative had started on 31 October and was settling in well.

HR23/22 WORKNEST HR UPDATE

Jane explained that with the new Worknest HR contract, there are two points of contact dealing with two separate topics:

- Review of HR documents – after advice from DAPTC and another local Council Clerk, it was agreed to allow Worknest to review and redraft the Council's HR Documents in line with the Worknest suite of documents. This will ensure that the Council is compliant with all the latest HR legislation. The drafted documents will be brought back to the Committee for consideration in due course.
- Personnel matters – Jane reported on the ongoing situation and it was proposed that the recommendation be approved by the Council as set out in the confidential report circulated.

The meeting closed at 11.30am.