

## MINUTES

Minutes of the Personnel Sub-Committee held on 19<sup>th</sup> October 10.00am Main Office. Parish Rooms

**Attended by** Cllr Booth and Cllr Turner.

**Also, in attendance.** Karen Crowhurst - Clerk/RFO

**Members of the public.** None.

No Item	Minutes
1.	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
1.1	No apologies were received. Members did note the resignation of Cllr Harper who was previously a Member of the Personnel Sub Committee.
2.	<b>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS</b>
2.1	There were no declarations of Members' interests nor dispensation requests.
3.	<b>TO ACCEPT THE MINUTES FROM THE PERSONNEL SUB COMMITTEE MEETING HELD ON 15<sup>th</sup> SEPTEMBER 2020</b>
3.1	It was agreed to accept the minutes from the Personnel Sub Committee meeting held on 15 <sup>th</sup> September as a true and accurate record of the meeting.
4.	<b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b> This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes
4.1	There were no members of the public in attendance.
5.	<b>APPOINTMENT OF HR CONSULTANTS</b>
5.1	a) To prepare a brief to send to prospective HR Services
5.2	It was agreed for the Clerk to contact The Professional Body for HR and People Development (CIPD) to advise on consultants local to Ringmer at senior level to undertake a review of Ringmer Parish Council staff and advise of their future remuneration and assess the level of staffing to be able to administer all functions of Ringmer Parish Council.
5.3	It was further agreed to request 3 consultants recommended by CIPD to meet with the Personnel Sub in order to appoint the best candidate based on the service they will deliver and best value for money. This will be done with the assistance of Cllr Sims.
6.	<b>TERMS OF REFERENCE</b> – To agree a Terms of Reference for the Personnel Sub Committee – Previously circulated.
6.1	Members agreed to accept the Terms of Reference and recommend approval by Full Council. <b>Action – Recommend approval at the next Full Council meeting.</b>
7.	<b>POLICIES FOR APPROVAL AND ADOPTION TO BE AGREED BY COUNCIL</b>
7.1	a) Lone Working
7.2	The Clerk advised that this policy is still a work in progress.
7.3	b) Stress Management

- 7.4 This item is still ongoing
- 7.5 c) Stress in the Workplace
- 7.6 This will be covered once the policy is in place.
- 7.7 d) Temporary staffing arrangements
- 7.8 The Clerk advised that both of the temporary staff have been sent a letter of offer. The Clerk advised that the General Administrator will be undertaking general administration and will be tasked with going through over 30 years of files in order for the relevant files to be sent to the Keep. There are a lot of historical documents and newer documents which will be digitalised. The archiving and digitalisation have not been carried out for many years.
- 7.9 e) Specialists support
- 7.10 This was covered at item 5 on the agenda. No further Specialists support was identified.
- 7.11 f) Health and wellbeing for staff – Occupational Health
- 7.12 This item is ongoing.
- 7.13 g) Recommendations regarding staffing matters to Council – To agree content of the report
- 7.14 There were no other staffing matters. As Cllr Harper has resigned there currently is no further report to agree on.
8. **OFFICE RISK ASSESSMENT – including Covid 19**
- 8.1 The Clerk advised that office is part of the track and trace initiative.
9. **STAFFING MATTERS CONFIDENTIAL – *Exclusion of the press and members of the public***
- 9.1 a) Report from David Carden as commissioned by the Chairman upon the advice of SSALC
- 9.2 This was covered at the Full Council meeting held on 8<sup>th</sup> October 2020.
10. **DATE OF NEXT MEETING AND ITEMS FOR INCLUSION ON THE AGENDA**
- 10.1 The date of the next meeting will be Monday 11<sup>th</sup> January 2020. Further meetings may be called to discuss the HR Consultant appointment.
11. **CLOSE OF MEETING**
- 11.1 There being no further business, the meeting closed at 10.24am.