

PONTESBURY PARISH COUNCIL
Meeting of Personnel/Human Resources Council
Held at Pontesbury Public Hall, Pontesbury
At 11.45am on Thursday 21st November 2019

PRESENT

Cllr D Fletcher, Cllr A Hodges, Cllr S Lockwood and Cllr J Pritchard

IN ATTENDANCE: None

CLERK: Debbie Marais

No members of the public were present

PHR6.19 APOLOGIES FOR ABSENCE

None

PHR7.19 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

PHR8.19 EXCLUSION OF THE PUBLIC

It was proposed by Cllr J Pritchard and seconded by Cllr A Hodges and **RESOLVED to APPROVE exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).**

PHR9.19 EMPLOYMENT POLICY REVIEW

It was agreed that the following policies be recommended for adoption by full council at the meeting on 9 December 2019;

- i) Dignity at Work policy – no significant changes
- ii) Equal Opportunities policy – re-written in line with other local council policies
- iii) Training and Development policy – new policy in line with other local councils.
- iv) Grievance and Disciplinary policy deferred to future meeting as needs re-writing in line with SLCC guidelines

All policies will then be uploaded to the Pontesbury Parish Council website.

PHR10.19 FINANCE TRAINING FOR CLERK – it was agreed to recommend to full council at 9 December 2019 meeting that clerk be given a half day training session (£75) with SDH training to cover the additional financial procedures in relation to the new community building.

PHR11.19 STAFFING FOR NEW COMMUNITY BUILDING – Following consideration of a number of options for staffing new community building. It was agreed to recommend the following option for approval by full council at their Extraordinary meeting on 26/11/19.

Option 2. Pontesbury Parish Council lets out the meeting room for income generation and develops the building as a community/information resource promoting the health & welfare of local residents.

Additional workload for Clerk – 37 hours per week to cover ;

- Day to day admin/finance (invoices/accounts/audit)

- Health & Safety (overseeing/co-ordinating contractors/repairs/H&S training for staff/volunteers, ensuring H&S risk assessments from H&S audit are in place and followed). H&S audit and writing Risk Assessments to be contracted out.
- Admin/co-ordination of meetings for Pavilion operational group until community group set up (target date December 2020)
- Overseeing work of cleaner/caretaker
- Joint point of contact for issues/repairs/ordering provisions/equipment etc with cleaner/caretaker
- Website/social media for The Pavilion working alongside a volunteer
- Promotion & development of building e.g Wellbeing Wednesday, working towards a community-based organisation taking over the running of the building

Plus Cleaner/caretaker/bookings secretary on self-employed basis. Based on opening building 4.5 days per week initially, would need 13 hours per week.

PHR12.19 CLERKS ROLE REVIEW – It was agreed to recommend to F&GP Meeting on 4 December 2019 that Clerk’s hours are increased to full-time for 12 months initially, from 1 December 2019 in order to give 1 day per week (based at Pavilion) to oversee the opening/setting up of the community building including the activities listed in PHR11.19. The workload and hours to be reviewed by the Personnel committee in June 2020.

PHR13.19 CLERK’S SALARY REVIEW - It was agreed to recommend to F&GP meeting on 4 December 2019 that in addition to the cost of living increase for 2020-21 Clerk be given an additional 2 salary scale point increase to reach scale point 26, payable from April 2020, in recognition of additional responsibilities associated with The Pavilion and overseeing of staff such as cleaner/booking secretary.

PHR14.19 TOIL/ANNUAL LEAVE REVIEW – It was agreed that Clerk should carry over 2 weeks of annual leave to 2020.

Meeting ended: 12.40am

Signed
Chair

Date