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**MINUTES OF THE LOOSE PARISH COUNCIL HUMAN RESOURCES BOARD COMMITTEE**

**Meeting held at Loose Parish Pavilion on the 4<sup>th</sup> December 2017 at 9.15pm .**

**Present**

Vianne Gibbons Chairman (VG) (Chairman LPC) & Councillors; Charlie Hollister (CH) (Vice Chair LPC), & Tony Oliver (TO).  
Also the Clerk Kim Owen & RFO Jan Capon.

**It was RESOLVED that this meeting to held in private due to the confidential nature of the matters to be discussed and considered. (*confidential notes were taken*)**

- 1. To receive and record any apologies for absence.** None received.
- 2. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011).In addition any declaration of personal or prejudicial interest. (*as agreed by LPC 21<sup>st</sup> Jan 13*).**None received.
- 3. To receive any dispensation requests as agreed by the committee.**None.
- 4. To approve and to agree the minutes of the meeting held on the 14 December 2016.** These were **AGREED** to be a true and accurate record and were signed and initialed by the Chairman.
- 5. To agree to successful completion of the probationary period for the new Clerk and to discuss pay scales for remainder 17/18.** It was **AGREED** that the newly appointed Clerk has successfully completed her six month probationary period which commenced on the 1<sup>st</sup> May 2017 until the 31<sup>st</sup> Oct 2017.Salary scales for the position were discussed accordingly and a decision made on pay.
- 6. To receive any matters as raised by members of staff and to discuss as relevant. (Ongoing agenda item).**  
The outgoing Clerk/RFO wished to table confidential notes for a member of staff. This was duly noted.

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Agenda Item	Note of discussion taken place	Action already taken or to be taken forward
7. To receive any notes regarding staffing issues, and to comment as appropriate.	None	
<p>8. To discuss the following and to make any decisions/recommendations as felt relevant and in line with standing orders and terms of reference.</p> <p>a) Pay scales for all staff for 18/19 to include Caretaker's pay and pay for cover of the Caretakers duties.</p> <p>b) Room Allowances 18/19.</p> <p>c) Travel allowances 18/19.</p> <p>d) Phone usage allowances 18/19.To include use for RFO phone</p> <p>e) Pension arrangements for 18/19 &amp; 19/20.</p>	<p>The following was <b>AGREED</b> by the committee, subject to performance.</p> <p>a) Pay scales and salaries for 18/19 wef 1<sup>st</sup> April 2018;These were discussed for all staff and decisions were made on relevant pay scales.</p> <p>b) This was <b>AGREED</b> and will be added to the relevant staff monthly salaries. This is pending further investigation towards getting a Parish Office. A Porta-cabin was mentioned- CH to find out costs. <b>AGREED</b> Further revision to be taken forward by the F&amp;A committee. <b>ACTION F&amp;A agenda-ACTION CH.</b></p> <p>c) <b>AGREED</b> travel rates to stay as they are in line with NALC recommendations.P11D will be required by HMRC annually.</p> <p>d) Usage of own phones for LPC business was discussed-It was <b>AGREED</b> that; Communications &amp; Media Clerk to stay with Unicom mobile(owned by LPC);The Clerk to use own mobile phone; Deputy Clerk to use own mobile phone;.RFO to use own mobile phone when LPC landline has been shut down. Caretaker to continue to use own mobile phone.Costs as agreed will be paid by standing order to phone users on a monthly basis.To be monitored by F&amp;A committee.<b>F&amp;A Comm ACTION</b></p> <p>e) <b>Noted</b>-Pension arrangements – NEST- WEF 6<sup>th</sup> April 2018 will be going up 2% for employer contributions and 3% employee contributions.From 6<sup>th</sup> April 2019 onwards it will be increased further -3% employer contributions and 5% employee contributions.</p>	<ul style="list-style-type: none"> <li>• <b>CH ACTION</b></li> <li>• <b>F&amp;A Committee re- Porta cabin</b></li> </ul>
9. To receive copies of staff appraisals and to make any comments as felt relevant.	<ul style="list-style-type: none"> <li>• Deputy Clerk &amp; Communications and Media Clerk staff appraisals have both been completed and agreed and circulated.</li> <li>• Caretaker and outgoing Clerk staff appraisals are still in draft form and will be completed and agreed ASAP and circulated to committee members.</li> </ul>	<b>JC &amp; JH ACTION</b>
10. To recommend the new contract for the RFO. To be ratified by the full LPC.	Recommended accordingly along with the job description.To be ratified at next LPC meet.	<b>Next full LPC meeting- 11<sup>th</sup> Dec 17.</b>

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<b>11. To discuss and recommend holiday pay as relevant.</b>	Matter of accumulated holiday entitlement was discussed for one member of staff and it was <b>AGREED</b> to pay as overtime before the fiscal year end.	<b>RFO ACTION</b>
<b>12. To discuss Policies as relevant in respect of staffing matters and to make any necessary decisions.</b>	It was <b>AGREED</b> for members to read the new Absentee Policies as amended by HR support and to respond by <b>Round Robin</b> - to JC within 7 days (3 people to respond). Any amendments as raised by members to be circulated accordingly and agreed as relevant. <i>Note(policy agreed by the 31<sup>st</sup> Jan 18 by RR(cncillors VG/CH&amp;TO) no amendments were identified; (to be ratified by LPC Feb 19<sup>th</sup> 2018 meet) (will be reviewed regularly)</i>	<b>RFO ACTION</b>
<b>13. To consider and matters of any risk to the LPC, and to take forward as appropriate (ongoing agenda item).</b>	Nothing mentioned.	
<b>14. Any other matters-Info Only.</b>	Nothing mentioned.	

**Meeting concluded at 21.50pm**

Agreed Chairman.....

Dated.....