



WORTH

Parish Council
Clerk to the Council Jennifer Saunders

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7th July 2016

The Human Resources Committee will meet in the Parish Council Offices at The Parish Hub 11.00 am on Thursday 14th July 2016 Clerk to the Council Jennifer Saunders

Exclusion of Press & Public

That under the Public Bodies (admission to Meetings) Act 1960, The Public & Representatives of the Press & Broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

AGENDA

1. **Apologies.**
2. **Declarations of Disclosable Pecuniary and Other Interests.**
3. **To confirm the Minutes of the HR Meeting 16th June 2016**
4. **Up- date on Clerk replacement – Job Description & Skills**
5. **To discuss advertising Clerk position in Local press & Website.**
6. **Up- date on Locum from Cllr Phillips**
7. **Clerks Annual Leave.**

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WORTH PARISH COUNCIL

HUMAN RESOURCES COMMITTEE

Parish Hub on Thursday 16th June 2016 at 11:00am

Present: Cllr E Anscomb (Chairman) Cllr R Webb
Cllr P Coote
Cllr E Lord
Cllr C Phillips

Mrs J Saunders (Clerk - minutes)

01 ELECTION OF A VICE CHAIRMAN

It was **RESOLVED:** That Cllr R Webb be appointed Vice-Chairman of the HR Committee for the year. Cllr R Webb thereupon signed his declaration of Acceptance of Office.

02 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS

None.

03 TO DISCUSS THE CLERKS REPLACEMENT FOLLOWING HER RESIGNATION

A Proposal to Worth Parish Council to assist with the recruitment of a new Clerk was circulated. This proposal is from Sussex & Surrey Associations of Local Councils Ltd (SALC). The likely cost for SALC to undertake this will be for a fee of £485.00. This includes a reduced fee for your new Clerk to attend a new Clerks briefing session. It was **RESOLVED** that the HR Committee would recommend to the Full Parish Council that this proposal is Agreed.

- Cllr C Phillips to contact SALC and sign the proposal.
- Cllr C Phillips to discuss with Trevor Leggo the cost & hours for a locum Clerk with a possible handover time of 18th July 2016.

The proposal does not include an advert in the local paper this must be paid by the WPC.

04 TO AGREE INCREMENT INCREASES ON STAFF SALARIES

The Clerk circulated the 4 staff appraisals all of which have met their objectives and targets for the current year.

It was **RESOLVED** that the HR Committee recommend that the increased increment levels are accepted by the Full Council.

It was **RESOLVED** that Sophia Vaughan has passed her 6 months probationary period.

- Cllr C Phillips will ask SALC when do they intend to run a Clerks qualification course and what the cost will be for the Assistant Clerk to take this qualification. This was noted.

Additional Hours for Assistant to cover the change to 2 meetings per month – schedule of meetings was agreed at the GP & Finance Meeting on the 6th June 2016.

It was **RESOLVED** that the increased hours for the Assistant Clerk from 12hrs to 16 hours per week to cover the extra meetings was **AGREED** with the caveat that when the new Clerk is in post this will be reviewed.

05 TO AGREE ANNUAL PAY INCREASE FOR STAFF

It was **RESOLVED** that the HR Committee recommend to the Full Parish Council that the Annual pay increases are **AGREED**.

Meeting Closed 11.50 pm

Chairman

date