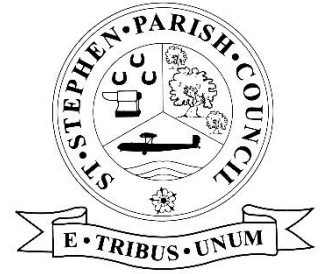


ST STEPHEN PARISH COUNCIL
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Minutes of the **HR Committee meeting**
held on **Tuesday 26 March 2019** at **10.00 am**

Venue: **Greenwood Park Community Centre, Tippendell Lane, Chiswell Green, AL2 3HW**

Present

Cllr Dorothy Kerry (Chair)
Cllr John Bell
Cllr Karen Hurford

Cllr Nicholas Tyndale
Cllr Eileen Whittaker
Cllr Bill Pryce

Also present:

Clive Payne, Locum Manager (taking minutes)

Under the Terms of Reference of this committee the public and accredited representatives of the press are excluded, in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1982. This is due to the confidential nature of the business to be discussed.

1819/HR/041 To receive and accept apologies for absence

No apologies were received

1819/HR/042 Declarations of interest and dispensations

- a. To receive declarations of interest from councillors on items on the agenda
None
- b. To receive written requests for dispensations for declarable interests
None
- c. To grant any requests for dispensation as appropriate
None

1819/HR/043 To consider the appointment of the new Clerk and Responsible Financial Officer

- a. To note the appointment of Sue Hake to the role of Clerk and RFO
Noted
- b. To consider the report on commencement of the Clerk and RFO

RESOLVED: Proposed Cllr Kerry, seconded Cllr Tyndale that the action plan of key tasks on which the Clerk and RFO to focus on commencement were agreed.

Votes in favour: Unanimous
Motion carried

RESOLVED: Proposed Cllr Hurford, seconded Cllr Pryce that the monitoring process during the probationary service period for the Clerk and RFO be undertaken by the Chairman and Vice-Chairman of the HR Committee assisted by the Locum Manager and the induction process be undertaken by the Chairman of the HR Committee assisted by the Locum Manager.

Votes in favour: Unanimous
Motion carried

1819/HR/044 To consider ongoing support from the Locum Manager

- a. To consider the retention of the Locum Manager to undertake certain specific projects and to support the Clerk and Responsible Financial Officer in the early period after commencement.

RESOLVED: Proposed Cllr Kerry, seconded Cllr Bell that the Locum Manager be retained for 12 days, to be worked over a three month period commencing on 1st April to complete a number of key projects and to provide support for the Clerk and Responsible Financial Officer in the period after commencement. Any ongoing arrangement will be subject to review after this period.

Votes in favour: Unanimous
Motion carried

Meeting closed at 11.32 am

Chairman

Date