

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

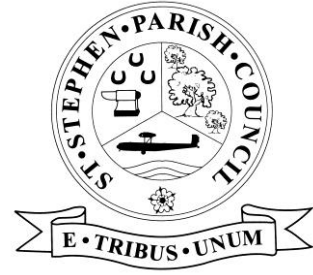
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## Human Resources Committee Remote Meeting Minutes

Held on Thursday 7 May 2020 at 5pm

### Present: Councillors

Karen Hurford

Dorothy Kerry

David Parry

Bill Pryce

Nicholas Tyndale

Eileen Whittaker

**Also Present:** Sue Hake, Clerk

**1920/HR/01** To receive and accept apologies for absence  
None received

**1920/HR/02** Declarations of interest and dispensations

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

**1920/HR/03** To approve the minutes to be signed for the meeting held on 27 April 2020

**Resolved:** Cllr Parry proposed the minutes be approved for signing, seconded Cllr Hurford  
Votes in favour: unanimous

**Motion Carried**

**1920/HR/04** To consider and agree a recommendation to Full Council for the possible Furlough or Redundancy of staff

The clerk confirmed the breakdown of ongoing loss of actual income due to the Covid19 virus that had been budgeted for the current year.

Given the severe budgetary situation it was agreed that staffing utilisation and structure require immediate consideration to identify cost savings. Since these activities have fallen to the Clerk, concern was raised over her workload at this time of year given the additional work that is required.

Identification of non-essential tasks were discussed, and the option to put on hold, delegate some/part of the priority tasks and pursue the request for DCK to complete the year end function. This would allow the time for the clerk to focus on the structure review, complete the internal audit in readiness to complete the Annual Governance and Accountability Return within the legally permitted timeframe.

Reduced workload elements were discussed and the options of Furlough or possible Redundancy considered. It was confirmed there are currently no Parish Events being held due to the Covid 19 virus restrictions imposed at this time.

**Resolved:** Cllr Kerry proposed the Admin Officer (Events Officer) be Furloughed from 16 May 2020, seconded by Cllr Parry.

Votes in favour: unanimous

**Motion Carried**

**Action:** Clerk to progress the Furlough process and associated tasks

**Action:** Cllr Parry proposed a recommendation to restructure the organisation be taken to Full Council

Meeting closed at 6.30pm Date of next meeting - Informal meeting to be held 5pm Thursday 14 May