**HATHERSAGE PARISH COUNCIL**

*Clerk – Mr. S. C. Wyatt, Heart of Hathersage, Main Road, Hathersage, S32 1BB.*

*Mob: 07 432 422 470*

*Email:* *Clerk@hathersageparishcouncil.gov.uk*

Minutes of HR Committee Meeting

Meeting held at the Heart of Hathersage, Main Road, Hathersage.

7.00 p.m. on 21st May 2019.

Present: Councillors B Hanley, H Rodgers, Jane Marsden, W Hanley,

In attendance: SC Wyatt (Clerk), CF Cave (RFO)

MINUTES

|  |  |  |
| --- | --- | --- |
| 001/19 |  | Appoint Chair and Vice Chair. |
| 001/19 | .1 | Cllr. W Hanley was nominated for chair by Cllr. Marsden, seconded by Cllr. Rodgers. Cllr. Hanley accepted the nomination and was appointed. The role acceptance forms were signed and witnessed. |
| 001/19 | .2 | Cllr. Rodgers was nominated for vice chair by Cllr. B. Hanley, seconded by Cllr. Marsden. Cllr. Rodgers accepted the nomination and was appointed. The role acceptance forms were signed and witnessed. |
| 002/19 |  | To note Apologies for Absence – received from Cllrs. Hammerton and Turner. |
| 003/19 |  | To decide any variation in the order of business – none. |
| 004/19 |  | Declaration of interests – none. |
| 005/19 |  | Review Committee Terms of Reference (ToR) – the draft ToR that had been circulated was reviewed and approved for submission to Full Council with the following amendment:* Remove reference to the NJC ‘Green Book’.
 |
| 006/19 |  | Staff Contracts – the existing staff contracts for Pool Lifeguards were reviewed. It was understood that these were complete to the best of members knowledge but that they should be reviewed by a solicitor to ensure that there is nothing crucial missing. Chris Cave (RFO) will get the contract reviewed. |
| 006/19 | .1 | Discussion followed about Lifeguard recruitment processes that will be checked such as:* References being taken up.
* A recruitment checklist being in place and adhered to.
* Completing the Safer Recruitment on-line training.
* Retention of applications and references.
* Process for rostering available staff.
 |
| 007/19 |  | Pool closure and wages during autumn works - There was lengthy discussion about staffing and wages during the pool closure and some options were suggested. As this matter is closely related to the work of the Parish Council’s Swimming Pool Committee (there is common membership between the two) further discussion will take place at the Parish Council meeting 04/06/19 and the Swimming Pool Committee meeting on 11th June. Following this another HR Committee is planned for Wednesday 26th June. |
| 008/19 |  | Staff reviews – the clerk reported that he was conducting reviews with Pool Staff having completed these with the manager and assistant manager. The clerk agreed to report back to this committee once all reviews had been completed but sooner in the event of urgent matters arising. |
| 009/19 |  | Clerk’s Report/Correspondence. |
| 010/19 |  | Items for next meeting – Staffing and wages during pool closure. |
| 011/19 |  | Confirm date of next meeting as 26th June 2019, Heart of Hathersage. |

Signed: Date: