**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.

7.30 p.m. on 4th September 2019.

Present: Councillors W Hanley, Jane Marsden, S Turner

In attendance: SC Wyatt (Clerk)

|  |  |  |
| --- | --- | --- |
| 020/19 |  | Apologies for Absence were noted as received from Cllrs. B Hanley and Rodgers. |
| 021/19 |  | To decide any variation in the order of business – none. |
| 022/19 |  | Declaration of interests – none. |
| 023/19 |  | Approve minutes of the meeting 26th June 2019 – the minutes were reviewed, approved with the amendment that agenda item 015/19 third bullet should read ‘*… and to attend training and other work that the Parish Council wishes to arrange’*. The minutes were then signed by the chair. |
| 024/19 |  | Pool closure and wages during autumn works – the Clerk updated the meeting to say that all staff had been sent an email advising them of the pool closure wages agreement. |
| 025/19 |  | Staff 1:1 feedback – the Clerk updated the meeting in that eight 1:1s had been carried out with one member of staff seeking to arrange one. Several common themes had already emerged. Suggestions had been made to the Pool Manager (23/07/2019) by the Clerk for some quick wins, medium term goals and longer-term goals that could be set in motion to address some of the themes. The Parish Council Chair also stated that she and the Clerk had had a further discussion with the Pool Manager. It was agreed that 2 members of the HR Committee and the Clerk should meet with the Pool Manager and assistant to discuss on-going issues. *Clerk’s post meeting note; having sought advice the Clerk would carry out further 1:1s with the Pool Manager.* |
| 026/19 |  | Bank Holiday Staffing issues – over the busy August Bank Holiday Monday the Clerk had been made aware of a few issues on the day. The Clerk was asked to carry out an investigation with the affected members of staff and to report back to the HR Committee. |
| 027/19 |  | Complaints received – on the Sunday of the August Bank Holiday there had been an altercation between the staff and a small group of members of the public. An unwarranted review had appeared on Facebook about this incident. The Parish Council do not tolerate abuse of their staff and the Clerk was asked to post a notice at the pool to this effect. Enquiries will also be made as to how details within the Facebook review can be redacted. |
| 028/19 |  | Pool staff job descriptions – The job descriptions had been circulated for review. It was agreed that these should be reviewed in detail and amended. Cllrs. Turner and W Hanley would carry out the review and report back to this committee.  |
| 029/19 |  | Role of professional advisor – it was agreed that the Clerk and a member of the HR Committee would arrange to meet the Professional Advisor to understand the role and the services provided to HPC. |
| 030/19 |  | Clerk’s Report/Correspondence – none. |
| 031/19 |  | Items for next meeting – Report back on Bank Holiday investigation and Job Description Review, role of professional advisor.] |
| 032/19 |  | Confirm date of next meeting – to be arranged. |

Signed: Date: