**HATHERSAGE PARISH COUNCIL**

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

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Minutes of HR Committee Meeting

Meeting held at the Sampson Room, Memorial Hall, Hathersage.

8:00 p.m. on 8th October 2019.

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

In attendance: SC Wyatt (Clerk)

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| 033/19 |  | To note Apologies for Absence – none. |
| 034/19 |  | To decide any variation in the order of business - none |
| 035/19 |  | Declaration of interests – W Hanley re complaint received. |
| 036/19 |  | Approve minutes of the meeting 4th September 2019 – the minutes were reviewed, approved and signed by the chair. |
| 037/19 |  | Bank Holiday Staffing issues – report back.  The Clerk had circulated a report on the findings with recommendations. The recommendations were accepted and it was agreed that no further action should be taken. The Clerk was asked to write to the management team followed by the same latter to those staff who worked on the August Bank Holiday Monday 2019. |
| 038/19 |  | Complaints received.  A letter of complaint had been received from a member of staff with comments are inappropriate, hurtful and defamatory. Standard procedure had not been followed in raising a complaint or grievance. The Clerk was asked to respond to the member of staff pointing out the correct procedure that should be followed.  It was agreed that the suggestion that fundraising agenda item should be earlier in SPC agenda so that fund raisers can leave. This will be considered at the next SPC meeting. |
| 039/19 |  | Pool staff job descriptions – these will be reviewed by Cllrs. Turner and W Hanley but should include the need to work occasional bank holidays. |
| 040/19 |  | Role of professional advisor – a meeting is being held 10th October that will be reported on is due course. |
| 041/19 |  | Review of caretaker’s Job Description, Person Specification and village route – these were reviewed in ight of the recent resignation of the village caretaker and will be discussed with the temporary cover caretaker by the Clerk. |
| 042/19 |  | Clerk’s Report/Correspondence. |
| 043/19 |  | Items for next meeting – feedback on review of job descriptions. |
| 044/19 |  | Confirm date of next meeting – tba. |

Signed: Dated: