**HATHERSAGE PARISH COUNCIL**

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

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20th December 2019

HR, Grievance and Complaints and Swimming Pool Committee members,

Notice is given that you are summoned to attend a combined meeting of the HR Committee and Swimming Pool Committee in the Sampson Room, Hathersage Memorial Hall on 2nd January 2020 at 7.30 pm. The Agenda for the meeting is set out below.

Yours sincerely,

Clerk for Hathersage Parish Council.

AGENDA

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| 1 |  | To Agree chair of this meeting. |
| 2 |  | To note Apologies for Absence. |
| 3 |  | To decide any variation in the order of business. |
| 4 |  | Declaration of interests. |
| 5 |  | Approve minutes of the HR Committee meeting 4th December 2019. |
| 6 |  | Approve minutes of the Swimming Pool Committee meeting 10th December 2019. |
| 7 |  | Confirmation of action ownership for the Clerk and RFO. |
| 8 |  | Complaints received. |
| 9 |  | Pool staff job descriptions/structure way forward. |
| 10 |  | Professional advisor contract and remuneration. |
| 11 |  | Central Staffing record. |
| 12 |  | Holiday pay. |
| 13 |  | Engaging Castle Associates. |
| 14 |  | Recruitment of permanent/senior/seasonal staff. |
| 15 |  | Specifications and protocols for volunteers |
| 16 |  | Staff support and supervision. |
| 17 |  | Clerk’s Report/Correspondence. |
| 18 |  | Items for next meeting. |
| 19 |  | Confirm date of next meeting. |

This is a closed meeting and not open to public attendance due to the personal and confidential matters that may be discussed. The minutes of the meeting will be recorded and presented to Hathersage Parish Council at its next meeting.

**Actions Points**

The action number is the date of the meeting followed by a sequential number as the action arises in the minutes. The minute number to which the action refers is included in the Action text.

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| **Number** | **Action** | **Owner** | **Status** |
| 041219-001 | 049/19 The Clerk was asked to send the statement to all staff and council members with regards raising complaints or grievances following the agreed protocol. | S Wyatt | Raised |
| 041219-002 | 051/19 Cllrs. W Hanley and S Turner will review the latest pool staff JD made available by RFO Chris Cave. | Cllrs. W Hanley/S Turner | Raised |
| 041219-003 | 051/19 The Clerk will review the use of Office 365 as a central storage area for personnel documentation. | S Wyatt | Raised |
| 041219-004 | 051/19 An internal audit will be arranged of documentation held for employees and council members.  | Cllr. W Hanley | Raised |
| 041219-005 | 051/19.1 The Clerk will update the email distribution list and committee membership to include RFO Chris Cave in the HR Committee. | S Wyatt | Raised |
| 041219-006 | 052/19 The Clerk was asked to speak to the professional advisor with regards a meeting in the New Year. | S Wyatt | Raised |
| 041219-007 | 053/19 The Clerk will arrange a meeting in the New Year to discuss the Assistant Clerk applications and then dates for interview. | S Wyatt | Raised |
| 041219-008 | 054/19 Cllr. W Hanley will follow up his enquiries with Castle Associates. | Cllr. W Hanley | Raised |