**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*](mailto:Clerk@hathersageparishcouncil.gov.uk)

Minutes of a joint meeting of the Swimming Pool and Human Resources Committees of Hathersage Parish Council held at Hathersage Memorial Hall on 2nd January 2020.

Present Councillors B Hanley, WR Hanley, HJ Rodgers, JA Marsden & RC Olle.

In attendance CF Cave (RFO)

Apologies Councillor T Hill, SC Wyatt (Clerk.

|  |  |  |
| --- | --- | --- |
| 001/19 |  | Councillor JA Marsden was elected chairman of the meeting. |
| 002/19 |  | Apologies from Councillor T Hill and the clerk, SC Wyatt, were noted. |
| 003/19 |  | There was no variation in the order of business. |
| 004/19 |  | There were no declarations of interest. |
| 005/19 |  | The minutes of the Human Resources committee held on 4th December 2019 were **approved**. |
| 006/19 |  | The minutes of the Swimming Pool Committee held on 10th December 2019 were **approved**. |
| 00719 |  | It was resolved that the RFO would be responsible for all financial aspect of HR with the Clerk responsible for all other HR matters. It was noted that the transfer of responsibilities from the RFO to the Clerk could not be completed until an assistant clerk has been employed. |
| 008/19 |  | There had been no complaints |
| 009/19 |  | All members of both committees were to consider as a matter of urgency the process of reviewing job descriptions and implementing changes as may be required. |
| 010/19 |  | It was agreed that Councillor W Hanley and the Clerk would meet with the Council’s professional adviser, A Watts, to discuss changes in his responsibilities and rate of pay. **This confidential item is detailed in the confidential minutes held by the clerk**. |
| 011/19 |  | The central staffing record had now been completed. The master copy would be held by the Clerk |
| 012/19 |  | The RFO explained that the Council’s method of paying holiday pay on a weekly basis was, under the Working Time Directive, no longer correct. Before changing the method he needed to consult with our HR Advisers (to be appointed) due to the irregular pattern of work of some employees. |
| 013/19 |  | It was agreed to obtain quotations from 2 Sheffield based HR Consultants. |
| 014/19 |  | Recruitment of permanent/senior/seasonal staff - Matter carried forward. |
| 015/19 |  | It was agreed that pool staff be asked when and how volunteers could be used to improve the pool’s performance. |
| 016/19 |  | Staff support and supervision - Carried forward. |
| 017/19 |  | There was no correspondence or clerk’s report |
| 018/19 |  | There were no new items for the next meeting. |
| 019/19 |  | The next meeting of the HR committee will be on Tuesday 28th January. |

Signed: Date:

**Actions Points Raised**

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.

|  |  |  |  |
| --- | --- | --- | --- |
| Minute number | Owner | Action | Status |
| 020120-001 | All members of SPC & HR committees | 009/19 Consider process for reviewing job descriptions and implementing any changes | ASAP |
| 020120-002 | W Hanley & SC Wyatt | 010/19 Meet with Ashley Watts to agree new terms of employment | Date arranged |
| 020120-003 | CF Cave | 012/19 Meet with HR advisers (when appointed) to ascertain correct method of paying holiday pay | Awaiting appointment of HR advisers |
| 020120-004 | CF Cave | 013/19 Advise W Hanley of Sheffield based HR advisers | Done |
| 020120-005 | W Hanley | 013/19 Obtain 2 further quotes for provision of HR advice | Ongoing |
| 020120-006 | ? | 015/19 Ask pool staff how volunteers could be used | Ongoing |
| 020120-007 | CF Cave | Check if we are members of “Historic Pools of England”. If so ask their advice about keeping up to date with changes in legislation regarding swimming pools, | Done. HPC are not members |