

HATHERSAGE PARISH COUNCIL

Clerk – Maura Sorensen, *Heart of Hathersage, Main Road, Hathersage, S32 1BB*
Mob: 07766629419 Email: clerk@hathersageparishcouncil.gov.uk

Minutes of the online meeting of the HR Committee of Hathersage Parish Council
held at Hathersage Memorial Hall on Tuesday 11 May 2021, 8pm

Present: Councillors Bill Hanley (Chair), Emily Abbey, Bridget Hanley, Jane Marsden, Heather Rodgers and Stuart Turner
In attendance: CF Cave (Treasurer), Maura Sorensen (Clerk)

- 001/21 There were no apologies for absence.
- 002/21 **Election of Chair and Vice Chair:** Cllr Bill Hanley was unanimously elected as Chair and Cllr Stuart Turner as Vice Chair
- 003/21 **Committee Terms of Reference:** Cllrs **reviewed** the committee's terms of reference including membership, and quorum. Quorum remains at three. A query was raised about reference to item 9 e) in the ToR – no further details on 9 e) were included – suggested looking at previous ToR to check whether this was an omission.
- 004/21 There was no variation in the order of business.
- 005/21 There were no declaration of interests.
- 006/21 The minutes of the previous meeting of 20 April 2021 were **confirmed**. Noted a query had been raised in relation to the RFO's backpay – to be dealt with at the end of the meeting.
- 007/21 **Recruitment:** arrangements for the recruitment of an Assistant Clerk – agreed to proceed and advertise the post with an application closing date of 11 June and interviews scheduled for the evening of Tuesday 22 June.
- 008/21 **Employment contracts** (for pool staff on zero hours contracts): noted this item remains on the agenda until such time as the RFO and Clerk are in a position to review terms of the contracts in due course.
- 009/21 **Project management (new role):** noted this item remains on the agenda but much more consideration is needed. Suggested, in the first instance, the working group convened to look at medium to longer term Parish Council projects also consider whether/how there is a place for a project management role to steer future projects.
- 010/21 **Covid matters:** future staff recruitment and seeking advice on whether Covid vaccination should be a requirement. Noted no specific advice available at the moment
- 011/21 **Assistant Clerk back pay:** proposals made at the April meeting re Assistant Clerk back pay were **agreed**.
- 012/21 **RFO and salary:** the RFO left the meeting. Cllr Rogers fed back from RFO that 0.25 FTE did not reflect work done year on year and 0.35 was more accurate. Agreed to offer 0.35 FTE at £15.37 per hour paid as an annual salary. RFO to be asked by Clerk to calculate this.
- 013/21 **RFO back pay:** it was **agreed** to pay back pay for one year on the basis of the difference between the new and old rates at 0.35 FTE. Clerk to ask RFO to calculate this. Cllrs noted their gratitude to the RFO for all the support he has given the Parish Council over many years, including the extra workload because of the COVID 19 pandemic.
- 014/21 Clerk's report/correspondence - none
- 015/21 Items for the next meeting – no specific items.
- 016/21 Confirm date of next meeting – Tuesday 8 June 2021.

Meeting ended 9pm