

# HATHERSAGE PARISH COUNCIL

Clerk – Maura Sorensen, *Heart of Hathersage, Main Road, Hathersage, S32 1BB*

Mob: 07766629419 Email: [clerk@hathersageparishcouncil.gov.uk](mailto:clerk@hathersageparishcouncil.gov.uk)

## Minutes of the online meeting of the HR Committee of Hathersage Parish Council 20 April 2021, 7pm

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

- 151/20 Apologies for absence: Cllr Jane Marsden.
- 152/20 To decide any variation in the order of business – noted an additional item – consideration of back pay to the Clerk and the RFO – be considered in confidence by Cllrs when the business of the agenda was complete.
- 153/20 Declaration of interests – none.
- 154/20 Confirmation of minutes of the joint HR/SPC meeting of 9<sup>th</sup> March 2021- the minutes were **approved**. There were no matters arising.
- 155/20 **To consider DALC role reviews and to consider recruitment of an Assistant Clerk**
- .1 **Assistant Clerk role review:** the RFO clarified payment of holiday pay in relation to paying staff on an hourly rate or on an annual salary. The Clerk suggested a realistic number of hours for an Assistant Clerk would be 10, per week. Noting the proposed new scale/pay rates in the review it was proposed advertising the post on Scale 5 (£10.04 per hour). Noted this would be 0.25 of an annual contract/salary; RFO to advise re detail of the 0.25 annual salary. RFO is liaising with DALC on contract details including annual leave. When appointed, hours for the new Assistant Clerk would be monitored; if the individual was regularly working more than 10 hours a week there should be a review of the numbers of meetings (and any other relevant factors).
  - .2 **RFO role review:** noted the review recommends payment of between £14.90 to £16.75 per hour for an RFO. Cllr Rodgers proposed the post be paid on Scale 25 (£15.37 per hour); this was unanimously **agreed**. Cllr W Hanley referenced backdating pay using the model followed in calculating back pay for the previous Clerk. Noted this would need full Council approval. Noted the average number of weekly hours worked needs to be confirmed with the RFO. It is understood the RFO will have worked more hours through 2020 because of additional, Covid-related business.
  - .3 **Recruitment of an Assistant Clerk:** details of the post including hours and an annualised salary had already been discussed. Re advertising and interviewing for the post, it was suggested an application deadline in early to mid June with interviews tentatively scheduled for Tuesday 22 June (when it will be possible to hold face-to-face meetings). Interview panel – Cllrs Jane Marsden, W Hanley and the Clerk. Noted the Clerk and Cllr W Hanley will liaise re the Assistant Clerk job description, person specification and advertising the post.
- 156/20 **Employment contracts for pool staff on zero hours contracts:** to note the RFO and Clerk are to review terms of those contracts in due course. Noted the Clerk will have more time to address these issues following the appointment of an Assistant Clerk who will take on a significant portion of committee administration.
- 157/20 **Project management – new role:** to consider recruitment to a temporary project management role to oversee a number of planned projects – agreed to carry this item forward.
- 158/20 **Covid matters**
- .1 **Staff furlough arrangements in the event of any further full or partial lockdown:** it was agreed it was not necessary to address this immediately. Noted the Parish Council already had arrangements in place from previous lockdowns.

Signed:

Date:

- .2 **Covid vaccinations and future staffing arrangements:** agreed to carry this item forward. Noted RFO to liaise with HR consultants, Bhayani.
- 159/20 **Clerk's report/correspondence:** Cllr W Hanley referenced provision of support and supervision for the Clerk including support for the Clerk's supervision of the Leisure Centre Manager. Cllrs noted the challenges pool management had dealt with over the last year and particularly with the reopening of the pool in March. Noted the need to be supportive while not avoiding challenging poor practice e.g. the recent staff appointment made without following due process. Cllrs appreciated the extent to which the Leisure Centres Manager leads on reporting etc but queried whether this should be primarily the responsibility of the Pool Manager.
- 160/20 Items for the next meeting – no additional items were noted.
- 161/20 Confirm date of next meeting – Tuesday 11<sup>th</sup> May 2021.

*The Clerk and the RFO left the meeting so Cllrs could continue with confidential discussions. Cllr W Hanley shared notes of Cllrs discussions, following the meeting.*

Signed:

Date: