

# 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  
held at Hathersage Memorial Hall on Tuesday 13 July 2021, 8pm

Present: Councillors Bill Hanley (Chair), Emily Abbey, Jane Marsden, Heather Rodgers and Stuart Turner

In attendance: CF Cave (Treasurer), Maura Sorensen (Clerk), Mike Wellington (Leisure Services Manager)

- 029/21 Apologies for absence – Cllr Bridget Hanley.
- 030/21 To decide any variation in the order of business - none.
- 031/21 Declaration of interests – Mike Wellington (pool staff member).
- 032/21 Minutes of the previous meeting of 8 June 2021 were **confirmed**. There were no matters arising not addressed in the agenda.
- 033/21 **Recruitment:** update on Assistant Clerk recruitment – Cllr Hanley confirmed that, following interview, the role has been offered to a candidate subject to receipt of satisfactory references.
- 034/21 **Pool staffing structure and pay rates**
- .1 **To consider the current staffing structure and any proposed changes:** the RFO suggested this was an operational matter to be considered by the Swimming Pool Committee (SPC) rather than this committee. Cllr Hanley suggested, as per previous HR consideration of changes to the roles of the Pool Manager and Leisure Services Manager, consideration of other staffing changes also fall under the remit of HR. MW queried whether a significant change to the staffing structure needs to be formalised by HR, and operational issues be considered by SPC. Noted significant crossover between HR and SPC in terms of oversight and management of pool staffing. The RFO suggested looking at external guidance e.g. from DALC on the remit of HR committees. **Agreed** to include staffing structure/proposed changes in the August SPC agenda.
- .2 **To note current rates of pay for pool staff:** the RFO suggested this is also a matter for consideration by SPC rather than HR. Cllr Turner suggested there is an HR policy element. Cllr Hanley noted the importance of being able to discuss staffing matters in confidence noting members of the public can attend SPC but not HR meetings. The RFO noted confidential items can be included on any agenda; members of the public and/or staff can be asked to leave when confidential items are being discussed. **Agreed** to include pool staff pay rates in the August SPC agenda.
- 035/21 **Covid matters:** to consider the impact of staff being instructed to self-isolate on overall pool staffing and on staff pay. Noted the potential impact on staff pay in terms of receiving statutory sick pay or full pay. **Agreed** this should be an agenda item for the 3 August HPC meeting; the RFO will put forward proposals for full Council consideration/approval.
- 036/21 **Home working allowance:** RFO to provide an update – the RFO noted this is an item for full Council and will be included on the 3 August HPC agenda.
- 037/21 **Project management (new role):** agreed to carry this item forward on HR agendas until such time as a firm decision is required. Cllr Turner agreed to circulate some general information around the role of a project manager. Noted the Council will need to consider whether to look for project management of individual projects or to appoint someone to oversee a number of projects/initiatives. Noted further thought needed about the timescale for pool projects/work already identified.
- 038/21 Clerk's report/correspondence - none.
- 039/21 Items for the next meeting – pool project management; the remit of the HR Committee.
- 040/21 Date of the next meeting – Tuesday 14 September, 7pm (preceding the SPC meeting).

Meeting ended 8.35pm.