

IVER PARISH COUNCIL

Human Resources (Sub Committee of Policy, Finance & General Purposes Committee)

MINUTES of the meeting of the Sub Committee held on **Thursday 8th October 2009**

at 4 pm at the Parish Council Offices 63 Chequers Orchard, Iver Bucks SL0 9NJ

Present: Mr Wilson (chairman), Mrs Watkins, Mrs Mowat, Mr Oxley

In Attendance: Mrs G Collins (clerk)

Absent: Mr Gidar

PART I

1. **Apologies for absence** – there were none.
2. **Disclosure of interest in items on the agenda.** There were none.
3. **Resolved to sign the Minutes of last meeting** – held 9th July 2009 as a correct record.
4. **Conditions of Work for the Maintenance Staff** – the Amenities Committee has agreed to look at the old changing rooms in Iver Recreation Ground as a workshop/storage area with a toilet. The feasibility of having an office/mess room area will also be looked at. However, the building is only single brick skin.
5. **Supervision sessions** – to note that the clerk has carried out at least one supervision session with each member of staff since the last HR meeting. 2 sessions have been carried out with the office staff. These are recorded and kept on the personnel file. The clerk was not sure of the continued usefulness of these sessions as often as once a month. Regular staff meetings are already held and recorded and weekly meetings with the maintenance supervisor. It was noted and resolved that the supervision sessions can be made less frequently and the Clerk may decide as appropriate for each member of staff.
6. **Christmas Lights Ceremony** – resolved that up to 2 of the maintenance team could be paid to work (at normal rate) on the 28th November for up to 5 hours to assist with the setting up and taking down of structures/furniture for the Christmas lights ceremony and also managing the movement of people during the afternoon.
7. **Resolved** that under the Public Bodies (Admission to Meetings) Act 1960 the Public be excluded from the meeting for the following item(s) of business on the grounds that they may involve the disclosure of items that are not in the public interest and may involve disclosure of confidential information about particular members of staff. Part II Exclusion of Press & Public

PART II

8. **Budget 2010/2011** – the draft budget was considered and approved as appended. It was suggested that the clerk amalgamate the two budget headings (relief handyman and temporary office staff) so that the budget could be used for cover for any of the staff who happened to be off for an extended period or at a particularly difficult time.
9. **Staff Salary reviews** – resolved to include a resource in the budget for an increment for each member of staff on the anniversary of their start date subject to a satisfactory appraisal. It was also resolved to put each of the staff onto a specified range of the salary scales so that the increments would stop at the bar and when recruitment takes place there is a range to offer depending upon experience and skills and it is possible to start someone back at the bottom of the range. Sheet appended with the ranges marked for each member of staff.
10. **Budget 2009/2010** – reviewed and monitored the staffing budget to 30th September 2009 (appended) and resolved to approve it. It was noted that the clerk had overestimated the staffing budget for 09/10.

Meeting Ended at 5 pm

Signed chairman

Date