

IVER PARISH COUNCIL

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

MINUTES of the meeting of the Sub Committee held on **Thursday 13th October 2011**

at 10 am at the Parish Council Offices 63 Chequers Orchard, Iver Bucks SLO 9NJ

Present: Mrs Watkins (chairman), Dr Matthews, Ms Bridgen, Mr Oxley. Mr Woolley and Mrs Leech

In attendance: Mrs S. Moffat (Clerk), Mrs Vigor-Hedderly

PART 1

11. Apologies for absence -None.

It was agreed to include on the next Policy and Finance agenda that Mrs Vigor-Hedderly will be invited to be a member of this Sub-Committee.

12. Disclosure of interest in items on the agenda. There were none.

13. Resolved to sign the Minutes of last meeting - held on 21st July 2011 as a correct record.

14. Christmas Lights Ceremony -

10.13am Mrs Vigor-Hedderly left the meeting.

Mrs Leech will organise the event so it is set up by volunteers. Materials and equipment can be loaded in to the Parish Council van the day before, if necessary, and then driven to site and back by a volunteer on the day. There is a budget for this event to cover the cost of mince pies, mulled wine, teacup ride, face painting (for which small charges will be made to users) the band and St John's Ambulance. Mr Woolley has already offered to be Father Christmas in the Christmas Grotto and it was agreed that it would be good practice for him to be accompanied. Mrs Watkins offered to be his assistant. It was also agreed that both should be CRB checked.

15. 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.

16. Review of Staffing:

(a) Ray Peters was 65- Although it is now legal to continue to work after 65, the Clerk will check if there are any legal procedures that need to be completed by the employer.

(b) There has been a good response to the second advert for the Assistant Groundsman's position. Interviews will be held at the end of October. Mrs Watkins will be present at the interviews.

(c) Volunteers - Mrs Matthews informed members that after attending a conference held by Community Impact Bucks the following procedures need to be in place:- (i) a formal written volunteer's policy as the Parish Council is legally required to have a duty of care, (ii) Volunteer Handbook. Mrs Matthews also brought to the attention of this Committee the problems that may arise between volunteer work and paying the same volunteers on a part time, casual basis. The Clerk will seek advice from ACAS/BALC. It was also agreed that a councillor will be present when interviewing volunteers. The Clerk will also check the referencing of volunteers and preferred length of time the volunteer should be known by the referee.

17. Budget 2011/2012 - to review and monitor the staffing budget to 6th October 2011 (appended to this agenda).

18. Budget 2012/2013 - to consider draft budget prepared by the RFO and appended to this agenda

(a) **Staff Salary reviews** - Ms Bridgen informed the Committee that new legislation has just come out where temping staff have the same conditions of employment as permanent staff. With regards to the present financial climate it was agreed to seek guidance from the Local Employers for Local Government Services if contractual incremental rises are recommended. The salary budget will then be agreed with or without incremental rises whichever is appropriate at an additional meeting of HR.

(b) Part time youth worker - Mr Oxley explained that this position was created originally to ensure there was a succession to detached youth work in the Parish and to ensure the full

time youth worker did not rely completely on volunteers to accompany her when carrying out 'street-based work'. It was agreed to defer the decision of continuing to employ a part-time detached youth worker for 2012/13 until after an additional meeting of the Youth Advisory sub-committee to find out if this position is justified.

Date of next meeting 1pm on 2nd November 2011

Meeting ended at 11.55am

Signed.....Chairman

Date.....