Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-mail clerk@charmouthparishcouncil.gov.uk

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
HELD AT THE ELMS AT 10.00AM ON TUESDAY 14 AUGUST 2024

In attendance: Cllrs Jane Bremner (Chair), Melanie Harvey, Peter Noel, Matt Smith and the Clerk, Lisa Tuck.

HR24/18 APOLOGIES FOR ABSENCE
Apologies for absence were received from Katie Moore (personal).

HR24/19 DECLARATIONS OF INTEREST
No declarations of interest were received.

HR24/20 MINUTES
It was

RESOLVED that the minutes of the meeting held on 11 June 2024 be agreed and signed by the Chair.

HR24/21 SICK PAY
Jane Bremner reported on the situation as set out in the separate confidential report and it was agreed that the suggested proposal, due to timescales and as this proposal does not incur an additional financial commitment, be put to Full Council by email and officially ratified at the next meeting in September.

HR24/22 WORKNEST HR – RENEWAL
It was noted that the year's subscription to Worknest HR had been very useful to navigate the staff issues as well as completely overhauling the employee handbook. However, the updated contracts are now available through NALC and it is proposed that renewal for a further period is not necessary at the current time.

During the meeting a staff incident occurred and after establishing the background, the Committee agreed that Jane and Lisa should deal with this.

The meeting closed at 10.22am.

DRAFT

Proposals to Full Council: HR24/21 Sick Pay
HR24/22 Worknest HR