

# Charmouth Parish Council

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## MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 9.00AM ON TUESDAY 11 JUNE 2024

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

### HR24/09 APPOINTMENT OF CHAIR

Jane Bremner was nominated as Chair and Katie Moore as Vice Chair, following no other nominations it was

**RESOLVED that Jane Bremner be elected as Chair of the HR Committee for the coming year and Katie Moore be elected as Vice Chair.**

### HR24/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Noel (holiday).

### HR24/11 DECLARATIONS OF INTEREST

No declarations of interest were received.

### HR24/12 MINUTES

It was **RESOLVED that the minutes of the meeting held on 21 February 2024 be agreed and signed by the Chair.**

### HR24/13 REVIEW

(a) **HR COMMITTEE TERMS OF REFERENCE (ATTACHED B)** – It was **RESOLVED that the HR Committee Terms of Reference be agreed unchanged.**

(b) **CODE OF CONDUCT – STILL IN LINE WITH LGA MODEL ADOPTED IN 2021** – It was **RESOLVED that the Code of Conduct be unchanged until such time as the LGA Model is updated.**

### HR24/14 APPOINTMENTS

(a) **WORKS MAINTENANCE OPERATIVE** – The Committee were updated on the recent appointment of a new WMO to replace the employee due to retire shortly.

(b) **SEASONAL BEACH ASSISTANT** – The Committee were informed of the appointment of a new Seasonal Beach Assistant to commence on 8 July.

### HR24/15 4 MONTH REVIEW OF NEW POSITION

Following a review of the new position, it was agreed that a proposal be made to F&GP Committee regarding salary re-evaluation.

### HR24/16 SICK PAY

Following previous discussions and approval for subsequent negotiation, it was agreed that any changes could seriously damage morale and therefore it would be better for the status quo remain with regard to payment of waiting days. This would be looked at again when more stats are available.

The meeting closed at 9.30am.

Proposals to F&GP: HR24/15 Salary Evaluation  
HR24/16 Waiting days