



Human Resources committee meeting

October 16th 2020, 4pm

Attendees: Cllr Wilson (Chair) Cllr Bunker Cllr Gardner

1. **Apologies for absence** – None
2. **Declarations of interest** – None
3. **Discuss/agree handover process of clerk & cover**

DW advised that PC is still waiting for clerk to confirm preferred leaving date. This, and the time it takes to complete a successful handover, will determine how soon cover is required

Discussion took place regarding the tasks that will need to take place between departure of existing clerk and appointment of new clerk. Specific items discussed are listed at the bottom of these minutes.

It was agreed that the success of handover would be dependent upon clerk documenting a list of all tasks, together with clear documentation regarding supporting procedures.

SB to request from clerk, specifically requesting priority items discussed, including details relating to website access and uploads.

PC postal address - DW agreed that he would be prepared to receive post if there is a period when there isn't a clerk in place. Clerk to provide list of details of regular contacts and advise of change of address when leave date is agreed.

PC Emails – DW agreed to deal with PC emails.

Agenda/minutes – DW advised that Ann North has offered to take minutes if clerk is not available for meetings. DW/SB will create agenda with input from councillors. Clerk to provide templates (in word).

Bank mandate change will be required when leave date known

SB offered to maintain finance spreadsheet.

Further task allocation to be agreed upon receipt of detailed task list from clerk

4. **Discuss/agree Recruitment process**

Signed-----

Date-----

Job advert template provided by NALC to be used. DW to clarify salary range with NALC. Clerk hours to remain at 50 hours pm. Application deadline 13th November.

DW will also advertise role in next Round & about

SB agreed to produce job specification to help with recruitment process.

5. Closure of meeting – meeting closed at 5.30

Documents & procedures required from clerk discussed under Agenda item 3. This is not an exhaustive list. Further documents/procedures are likely to be supplied/required

Councillor details and paperwork

Regulatory documents and procedures eg GDPR, AGAR, Audit

Street lighting – all files, records, certificates, contacts & procedures

Website – procedures for access, uploads etc...

Insurance Policy & any related documentation

Planning – including any historic information, contacts, procedures

Allotments – Details of all allotments, tenants, rent due/received (& dates), Tenancy Agreements

Grass cutting contracts – current & historic

Dog bins – contract/details

Finance

Documentation outlining key dates, tasks and procedures eg Year end accounts, VAT return, Budget

Historic data/returns re the above

Bank and mandate details & historic bank statements

Historic invoices & timetable for when payments are required eg FC water bill, allotment payments

Finance spreadsheet

Signed-----

Date-----

Signed-----

Date-----