

**Acting Clerks: Cllr Tracy Chapman & Jane Dodson**  
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**Minutes of the HR Committee Meeting**  
 Held on Wednesday 30<sup>th</sup> March at 9.15am  
 At  
 Datchworth Church Hall

**Present:** Cllrs. Anne Barker, Natasha Burton, Jane Dodson and Tony Stowe.

**Apologies:** None.

To consider that under section 1 of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded from items 7 & 8 of the agenda of this meeting in view of the confidential nature of the business to be transacted (HR matters).

**MINUTES**

Item #	Item Description	Action												
HR01	<p>1. <b>To elect the Chair of the HR Committee.</b></p> <p><b>Resolved:</b> Cllr. Jane Dodson was proposed and elected as Chair of the HR Committee.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Cllr Stowe</td> <td><b>Seconded</b></td> <td>Cllr Burton</td> <td><b>Against</b></td> <td></td> </tr> <tr> <td><b>For</b></td> <td colspan="5">Unanimous</td> </tr> </table> <p>Cllr Dodson added an agenda item under HR09 – re appointment of temporary clerk to cover minute taking for April/May.</p>	<b>Proposed</b>	Cllr Stowe	<b>Seconded</b>	Cllr Burton	<b>Against</b>		<b>For</b>	Unanimous					
<b>Proposed</b>	Cllr Stowe	<b>Seconded</b>	Cllr Burton	<b>Against</b>										
<b>For</b>	Unanimous													
HR02	<p>2. <b>To receive and accept apologies for absence.</b></p> <p>None received</p>													
HR03	<p>3. <b>To approve the Terms of Reference for the HR Committee.</b></p> <p><b>Resolved:</b> The HR Terms of Reference were approved and accepted.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Cllr Stowe</td> <td><b>Seconded</b></td> <td>Cllr Barker</td> <td><b>Against</b></td> <td></td> </tr> <tr> <td><b>For</b></td> <td colspan="5">Unanimous</td> </tr> </table>	<b>Proposed</b>	Cllr Stowe	<b>Seconded</b>	Cllr Barker	<b>Against</b>		<b>For</b>	Unanimous					
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HR04	<p>4. <b>Declaration of interests – To receive declarations of interests from Councillors on items on the agenda.</b> None received</p>													
HR05	<p>5. <b>To consider granting any requests for dispensations as appropriate and if necessary.</b> None received.</p>													
HR06	<p>6. <b>To receive an update on the recruitment process for the Clerk to the Council.</b></p> <p>Cllr Dodson gave an update on the current recruitment process. Cllrs believe that it would be beneficial to advertise the role with the SLCC as well as HAPTC and locally.</p> <p><b>Resolved:</b> Councillors agreed to advertise the role with the SLCC on their ‘Silver’ rate @ £200 +vat for two weeks.</p> <table border="1" data-bbox="341 786 1252 909"> <tr> <td><b>Proposed</b></td> <td>Cllr Barker</td> <td><b>Seconded</b></td> <td>Cllr Burton</td> <td><b>Against</b></td> <td></td> </tr> <tr> <td><b>For</b></td> <td colspan="5">Unanimous</td> </tr> </table> <p>Action: Cllr. Dodson to liaise with SLCC/HAPTC. Action: HR Committee to advertise the role locally.</p>	<b>Proposed</b>	Cllr Barker	<b>Seconded</b>	Cllr Burton	<b>Against</b>		<b>For</b>	Unanimous					<p>JD HR Cmte</p>
<b>Proposed</b>	Cllr Barker	<b>Seconded</b>	Cllr Burton	<b>Against</b>										
<b>For</b>	Unanimous													
HR07	<p><b>To consider that under section 1 of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded from items 7 &amp; 8 of the agenda of this meeting in view of the confidential nature of the business to be transacted (HR matters).</b></p> <p><b>Resolved:</b> Councillors agreed to take items 7 &amp; 8 into a session excluded to the press and public under section 1 of the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted (HR Matters).</p> <table border="1" data-bbox="341 1451 1252 1574"> <tr> <td><b>Proposed</b></td> <td>Cllr Dodson</td> <td><b>Seconded</b></td> <td>Cllr Stowe</td> <td><b>Against</b></td> <td></td> </tr> <tr> <td><b>For</b></td> <td colspan="5">Unanimous</td> </tr> </table> <p>7. <b>To consider the terms and conditions of Employment of the Responsible Financial Officer, Community Ranger and Clerk to the Council.</b></p> <p><b>Resolved:</b> The terms and conditions of Employment of the Responsible Financial Officer, Community Ranger and Clerk to the Council were discussed and agreed. Details below:-</p> <p>a. <b>RFO – contract extension</b> <b>Resolved:</b> Cllrs agreed to extend the contract of our RFO until 30<sup>th</sup> September 2022.</p>	<b>Proposed</b>	Cllr Dodson	<b>Seconded</b>	Cllr Stowe	<b>Against</b>		<b>For</b>	Unanimous					
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<b>Proposed</b>	Cllr Dodson	<b>Seconded</b>	Cllr Stowe	<b>Against</b>	
<b>For</b>	Unanimous				

Action: Cllr Dodson to advise RFO.

b. **Community Ranger**

The job description and additional responsibilities of the role (Risk Assessments & Playground Inspections) were evaluated and agreed ahead of the allocation of a SCP.

c. **Clerk to the Council**

Councillors evaluated and agreed a revised job description ahead of the allocation of a revised SCP.

JD

HR08 **8. Review and approval of staff pay (Clerk, RFO & Community Ranger).**

a. **RFO**

**Resolved:** It was agreed that the RFO Scale point would be increased.

<b>Proposed</b>	Cllr Dodson	<b>Seconded</b>	Cllr Barker	<b>Against</b>	
<b>For</b>	Unanimous				

Action: Cllr Dodson to advise RFO

b. **Community Ranger**

**Resolved:** It was agreed that the Scale point to be allocated would be increased from the date of Playground Inspection training.

<b>Proposed</b>	Cllr Stowe	<b>Seconded</b>	Cllr Barker	<b>Against</b>	
<b>For</b>	Unanimous				

Action: Cllr Dodson to advise RFO

Action: Cllr Barker to advise Community Ranger

c. **Clerk**

**Resolved:** It was agreed that the Scale Point range for the Clerk would be increased.

<b>Proposed</b>	Cllr Burton	<b>Seconded</b>	Cllr Stowe	<b>Against</b>	
<b>For</b>	Unanimous				

Action: Cllr Dodson to advise RFO and update recruitment documentation.

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**9. Appointment of Temporary Clerk to cover minute taking**

**Resolved:** Cllrs agreed to try and find cover for minute taking at meetings until a Clerk is appointed. Up to 10 hrs cover initially.

<b>Proposed</b>	Cllr Barker	<b>Seconded</b>	Cllr Burton	<b>Against</b>	
<b>For</b>	Unanimous				

Action: HR Committee to try and find cover.

**Meeting closed at 9.52am**

HR  
Cmte