**Human Resources Committee meeting**

**24th May 2023, 7:00pm**

MINUTES

Cllr. Mark Allen  
Cllr. Ruth Hoose

Cllr. Nina Truman

Cllr. Alan Youel

Pip Davis

**1. Election of the Chair of the Human Resources Committee.**

On the proposition of Cllr. Youel and seconded by Cllr. Truman it was **RESOLVED**: to elect Cllr. Mark Allen as chair of the Human Resources committee.

**2. Resolution to approve apologies for absence.**On the proposition of Cllr. Youel it was **RESOLVED**: to approve the apologies from Cllr. Solesbury-Timms.

**3. Declarations of interest**

Clerk (as ex officio member) declared interest in item 6.

**4. Approval of the minutes of the meeting 20th April 2023**  
On the proposition of Cllr. Hoose it was **RESOLVED**: to approve the minutes of meeting 20th April 2023 with spelling amendment.

**5. Resolution to exclude the public.**On the proposition of the Chairman it was **RESOLVED:** to exclude the press and public from the meeting, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**6. Staffing Matters**  
Circumstances have necessitated discussion around flexibility of an employee contract to ensure staff retention of valued employees and protect continuity of commitments to the parish.

On the proposition of the Chairman it was **RESOLVED**: to draw a new contract to support a temporary adjustment of hours, including flexibility to determine the location and schedule of work as required, to be reviewed as circumstances require.

**7. Recruitment requirements**Discussion of introduction of fixed-term part-time position to support office with day to day functions and backlog**.** Title to reflect the responsibilities the new employee will be entrusted with. Position necessary to uphold Council’s commitment to efficiency, communication etc.  
Cllr. Truman, Cllr. Hoose and the Clerk to form interview panel.

On the proposition of Cllr. Youel it was **RESOLVED**: to begin recruitment for a Clerk’s Assistant on a 6 month fixed-term contract.

**8. Representation to resolution process**The council considered terms acceptable to extend to representation during engagement of resolution.

On the proposition of the Chairman it was **RESOLVED**: to decline to make further offers.

**9. Correspondence**A resident to be given new office email and any correspondence received to be considered by HR Committee to eliminate abuse of personal contact details.

**10. Urgent Business**

None

**Exclusion of press and public ended. Meeting closed 21:10  
Signed:** Clerk / RFO to Middleton Cheney Parish Council.