



WALMER PARISH COUNCIL

8 The Strand, Walmer,

Tel: 01304 362363

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Date: 5 May 2021

**To Councillors: Mrs M Beard-Gould, Mrs S Le Chevalier, M Eddy, B Gardner, P Heath,
J Murray & C Weale**

You are hereby summoned to attend a meeting of the **Human Resources Committee** to be held on **Wednesday 12 May 2021** at the Parish Office, 8 The Strand, Walmer at **7pm** to transact the business shown on the Agenda below.

**Mr Richard Styles
Parish Clerk**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2021/2022**
- 3. MINUTES**
To approve the minutes of the meeting held on Wednesday 24th of March 2021 **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
- 5. SUCCESSION PLANNING**
 - i) To discuss secession planning and staffing at Walmer Parish Council.**
 - ii) To agree members and terms of reference for a working group for this project** **Attach 2**
- 6. DATE OF NEXT MEETING – TBC**

**WALMER PARISH COUNCIL
HUMAN RESOURCES COMMITTEE**

DRAFT Minutes of a meeting held on Wednesday 24th of March at 2pm via Zoom.

Present:

**Councillors: Cllr Mrs M Beard-Gould (Chairman), Cllr P Heath, Cllr Miss A Herring,
Cllr J Murray, Cllr M Eddy, Cllr P St Ange, Cllr C Weale**

Officer: Cllr Mrs Sue le Chevalier (Acting Clerk)

192. APOLOGIES

None

193. DECLARATIONS OF INTEREST

None

194. MINUTES

The minutes of the meeting held on Tuesday 9th of March 2021 were approved as a true record and will be signed by the Chairman as soon as practicable.

195. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

None

196. RECRUITMENT PROCEDURE FOR CO-OPTION OF COUNCILLORS

- i) Procedure for Co-option of new councillors
Cllrs Received the Co-option procedures.
- i) To receive applications for Co-opted Walmer Parish Councillors
Cllrs received copies of applications from two potential new Councillors.
- ii) To carry out initial welcome interviews with candidates via Zoom link
Cllrs welcomed two candidates via zoom to check eligibility and interest in becoming a Councillor on Walmer Parish Council.
(Candidate 1 JP, Candidate 2 AB)

RESOLVED

Acting Clerk to contact both applicants to invite them to the Full Council meeting in April order that the next stage in the co-option procedure can take place.

197. DATE OF NEXT MEETING – 11 May 2021

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Signature

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Date

Meeting closed 19.44

**WALMER PARISH COUNCIL
TERMS OF REFERENCE FOR
THE HUMAN RESOURCES COMMITTEE
Last updated September 2019**

MEMBERSHIP

- The Human Resources Committee shall consist of a minimum of three Councillors, the Chairman and Vice Chairman plus at least one other member of the Parish Council who shall be appointed and may be re-appointed each year at the Annual Meeting of the Parish Council.

PROCEDURES

- The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders except that meetings be held in private due to the sensitive nature of the issues under discussion.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet twice a year, once in October and once in March but may meet as many times as required to resolve any outstanding issues.

COMMITTEE FUNCTIONS

The Committee shall:-

- Undertake an annual review of the terms of employment of staff employed by the Council and make recommendations on any changes required in order to comply with legislation and guidance issued by the National Association of Local Councils (NALC) and/or the Society of Local Council Clerks (SLCC).
- Oversee pension administration
- Bring to the attention of the Clerk any internal complaints or concerns made by members relating to the functioning of the office or the work of any individual members of staff.
- Discuss any complaints or concerns staff may have with members' conduct or actions.
- Review the Council's Complaints Procedure at least annually.
- In conjunction with the Clerk to review and monitor the workload and responsibilities of staff and consider if any changes in hours, job descriptions, leave entitlement and/or salaries are required or desirable and determine the financial implications of any changes.
- Undertake any other functions as may be required by Council.
- Ensure staff members are aware of grievance procedures as detailed in the Staff Handbook and regularly review these procedures as necessary.