

## ROOKSDOWN PARISH COUNCIL

### MINUTES OF A MEETING OF THE HR COMMITTEE HELD ONLINE ON 30 September 2020 at 1930

	In Attendance	Apologies	Absent
Cllr Jon Payne (Chairman)	✓		
Cllr Dan Harris		✓	
Cllr Douglas How	✓		
Cllr Paul Mahoney	✓		
Cllr Scott Mason	✓		

**Clerk:**

Martin Whittaker

**In attendance:**

none

**Action**

- 20/1 **To receive and accept apologies for absence**  
Apologies were received from Cllr Harris (work commitments).
- 20/2 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**  
None.
- 20/3 **To invite members of the public to address the meeting (up to 15 minutes in total)**  
None
- 20/4 **To approve Terms of Reference for the committee**  
The motion being proposed by Cllr How, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the Terms of Reference, subject to the changes listed below:
- Add “but not limited to” end of first para
  - Add to Scope:
    - Approval of staff overtime and holidays (unless otherwise delegated by RPC)
    - Performance review
- 20/5 **To determine whether a Vice Chairman is required and if necessary, elect**  
The motion being proposed by Cllr Payne, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously that a Vice Chairman was not required.
- 20/6 **Exclusion of Press and Public**  
To, in accordance with the Public Bodies (Admission to Meetings) Act 1960, exclude the public and press for a discussion of staff matters where publicity might be prejudicial to the special nature of the business.  
The motion being proposed by Cllr Payne, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to so close the meeting.  
The Clerk then presented his request for sick pay arrangements to be reviewed, and then left the meeting.  
The Committee then reviewed its options in relation to the request by the Clerk:
- It was noted that NALC referred RPC to HALC for an up-to-date recommendation in this matter.

- It was noted that the updated advice (dated 6th April 2020) sent through to RPC by HALC would not increase the allowances in question.
- It was noted that all members wished to follow the guidance of HALC as the official body for employment advice to Parish Councils.

The motion being proposed by Cllr How, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to proceed in accordance with HALC advice in this matter. Cllr Payne abstained from voting.

The meeting was then opened to press and public.

20/7 **Chairman's and Clerk's correspondence**

None

20/8 **Chairman to close meeting**

The meeting was then closed.