

**BEXHILL-ON-SEA TOWN COUNCIL**

Minutes of the **HUMAN RESOURCES SUB- COMMITTEE** meeting of the  
**BEXHILL-ON-SEA TOWN COUNCIL**

on **Thursday 7<sup>th</sup> July 2022 at 1.30pm**

**PRESENT:** Cllr Baldry; Cllr Gibson; Cllr Rustem

**ALSO IN ATTENDANCE:** J Miller, Clerk. Cllr Plim

Congratulations and thanks were noted to the clerk on her first anniversary in post.

**00195. TO ELECT CHAIRMAN**

Cllr Baldry was elected as Chairman.

**00196. TO ELECT VICE CHAIRMAN**

Cllr Rustem was elected as Vice Chairman

**00197. APOLOGIES FOR ABSENCE**

There were none.

**00198. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

There were none.

**00199. MINUTES**

It was **RESOLVED** to approve the minutes of the meeting of 31<sup>st</sup> January 2022.

**00200. TO NOTE APPROVED TERMS OF REFERENCE – noted.**

*Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were asked to leave the meeting during consideration of item 201:*

**00201. STAFFING MATTERS**

a) To review performance and objectives

Performance against objectives to date was reviewed.

It was noted that the following would be actioned to assist with the knowledge of the HR Sub Committee members:

- i. The clerk's contract will be circulated to HR Sub Committee members.
- ii. The details of how an independent salary evaluation is carried out will be circulated to HR Sub Committee members.
- iii. All HR Sub Committee members will be sent details of how to access the HR advisory service.
- iv. The clerk will provide a breakdown of weekly timesheets to HR Sub Committee members, as contracted hours are regularly being exceeded due to committee workloads.

- v. The clerk will present staffing structure ideas to the Finance and General Purposes Committee to consider future resourcing.
- vi. The HR Sub Committee will consider the following matters:
  - a. Staff car usage
  - b. Staff personal telephone usage
  - c. Stress/mental health support for staff

**00202. DATE OF NEXT MEETING – 1<sup>st</sup> SEPTEMBER 2022 1:30PM**

*Meeting closed at 15:41pm*

Signed.....

Date.....

