

**Minutes of a Meeting of the People Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 28th February 2023**

Present: Cllrs R Dean (Chair), A Dean, and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllrs Daly and Francis (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

PPL_2223_M03/

Public Session

14 Apologies for Absence

14.1 Apologies were received from Cllrs Hillier-Wheal and Tidridge.

15 To adopt and sign Minutes of the Human Resources Committee meeting held on 25 October 2022

15.1 The Minutes of the above meeting had been circulated prior to the meeting.

15.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 25 October 2022 be adopted and signed.

16 Declarations of Interest and Requests for Dispensations

16.1 None declared or requested.

17 To discuss, amend if necessary, and adopt the Lone Working policy

17.1 The draft Lone Working Policy had been included in the supporting papers for the meeting.

17.2 Cllr Francis requested the inclusion of text specifying staff should notify someone on their return to clause 6.1.5.

17.3 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RESOLVED** unanimously that the policy, including text specifying staff should notify someone on their return, should be adopted.

17.4 Cllr Daly requested the Clerk produce guidelines for Cllrs in similar situations.

Action: Clerk

18 To decide overtime arrangements for 2023-24 and make necessary changes to staff contracts

18.1 A memo detailing the current overtime spend and recommendations had been included with the papers for the meeting.

18.2 Cllr Francis suggested that in addition to a report on overtime spend going to the Finance Committee for monitoring spend a report on overtime hours should also be sent to the People Committee for health and wellbeing purposes.

18.3 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council monitor overtime hours and spend with reports being sent to the People and Finance Committees respectively, and with action being discussed if the overtime spend goes above £500 per month on average.

19 Date, time, place and agenda items for next meeting

19.1 The next meeting of the Human Resources Committee is expected take place at 7:30pm on Tuesday 27th June 2023 at the Bishopstoke Methodist Church. These details are subject to change.

20 Confidential Business

20.1 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

21 To make recommendations regarding salary levels

21.1 The Clerk's and Chair's recommendations for salary levels had been included with the supporting papers for the meeting.

21.2 Targets for the Clerk were discussed and agreed.

21.3 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the salary levels be as recommended in the report.

There being no further business, the Chair closed the meeting at 8:25pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____