



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON
MONDAY 05 SEPTEMBER 2016 AT 6:00PM

PRESENT: Councillors A Forbes (Chairman), Mrs L Evans, Mrs I Weeks, Mrs E Tickell,
N Wren

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Sarah Guy, Senior
Administrator (Minute Taker).

PUBLIC ATTENDANCE: Cllr R Veitch was present.

SC001 16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Miss J Murray who was absent.

SC002 16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC003 16/17 **TO ELECT A VICE CHAIRMAN TO THE STAFF COMMITTEE**

It was **RESOLVED** that Cllr Mrs I Weeks was elected as Vice Chairman of the Staff Committee. This was
proposed by Cllr Forbes (The Chairman) and seconded by Cllr Wren.

SC004 16/17 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 07
MARCH 2016**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 07 July 2016 be duly signed as
a true record of the meeting.

SC005 16/17 **TO RECEIVE AND CONSIDER A DRAFT OF THE REVISED COMMITTEE TERMS OF
REFERENCE**

A draft of the revised Committee Terms of Reference was circulated to all Members and a discussion took
place regarding recommendations for amendments.

It was **RESOLVED** that the following amendments be made to the Terms of Reference and recommended
to Council at the next meeting.

- Title: change "Finance and Human Resources Committee" to "Staff Committee".
- Second paragraph: change "F&HR Committee" to "Staff Committee".
- Eighth paragraph: To be reworded as follows: "To ensure that the Health and Safety Policy is fit
for purpose and complies with current Health and Safety legislation.
- Tenth paragraph: change "human resources" to "employees".

SC006 16/17 **TO CONSIDER THE DUTIES OF THE STAFF COMMITTEE WITH THE VIEW TO POSSIBLE
DISSOLUTION OF THE COMMITTEE**

It was **RESOLVED** to recommend to Council that the Staff Committee remain as a Committee of HPC and
staff Committee meetings are called for as and when needed rather than being scheduled.