



## COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
 Highfield Park Visitor Centre  
 Hill End Lane  
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### MINUTES OF THE COLNEY HEATH PARISH COUNCIL HR COMMITTEE MEETING HELD THURSDAY 8 JULY 2021, 7.30pm COLNEY HEATH SCHOOL

<b>Members in attendance</b>	
Cllr P Cook Cllr J Mulroney	Cllr R Solts (Chairman) Clerk of the Council, Ms. L. Chaplin
<b>Other attendees</b>	
Cllr Barnes as a non-voting member from 7.45pm	

<b>HR-01</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> None required all members in attendance.
<b>HR-02</b>	<b>DECLARATIONS OF INTEREST</b> Cllr Cook noted his change of employment this week and would complete a new declaration of interest form shortly.
<b>HR-03</b>	<b>QUESTIONS FROM THE PUBLIC</b> No public present
<b>HR-04</b>	<b>MINUTES OF THE PREVIOUS HR COMMITTEE</b> The minutes of the meeting held 4 February 2021 were noted as being presented to Full Council 25 February 2021 where recommendations were accepted. The minutes were accepted by the Committee as a true and accurate record duly proposed and seconded then unanimously <b>RESOLVED</b> by a show of hands.
<b>HR-05</b>	<b>STAFFING MATTERS</b> The Clerk reported on the following: <ul style="list-style-type: none"> <li>• Due to the commencement of several campaigns resulting in increased correspondence the staff appraisals were behind schedule and a further report would be noted at the next meeting.</li> <li>• The Clerk reported on the most recent admin team meeting and requested confirmation and resolution from this Committee to change payroll provider, the benefits of this were discussed and although an overall increase in cost of £500 per annum the decrease in admin hours to manage and run the payroll was believed to be a good and cost-effective balance along with the obvious confidentiality benefits of 100% outsourcing. The payroll outsourcing to IRIS Payroll Solutions was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands and this was to commence at the end of August 2021.</li> <li>• The recent 'campaigns' from two particular organisations and their correspondence was discussed and it was agreed that all correspondence would be listed for the next Council agenda with Clerk drafting responses for review.</li> <li>• It was confirmed that any and all correspondence that was received in relation to or about matters relating to the issue of the PI report would be responded to as Freedom of Information (FOI) requests and the responses published on the website.</li> <li>• There were 16 pieces of correspondence which were reviewed. Councillors raised concern about some of the more personal and intimidating manner of some of the matters and how they had been addressed, the Committee were</li> </ul>



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in support of the Clerk and the many hours spent answering the constant flow of correspondence and wished to offer support with ensuring the responses were approved, recognised and noted within Council.

- The next HR Committee would be held 7 October 2021.

The Chairman thanked all for their attendance and closed the meeting at 7.57pm

### ***Meeting closed at 7.57pm***

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 14/07/2021

Approved and accepted by Full Council 22/07/2021

Approved by Committee 07/10/2021