

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Thursday the 24th July at 2.00 pm.

Present: Cllr Burnett, Cllr Edmunds, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

S13/25 Apologies

None.

S14/25 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S15/25 To adopt the minutes of the Staffing Committee Meeting held on the 25th June 2025.

It was **Resolved** to adopt the minutes. All present in favour.

S16/25 Matters arising from the last meeting.

- GDPR Audit date to be arranged.
- All policies have been updated and placed on the website.

S17/25 To consider the use of an outside consultant to aid HR and Health & Safety Management.

The Clerk presented quotations for an integrated Health and Safety and HR management system. Members considered these in detail, noting that:

- The Parish Council now employs a greater number of staff, and the current arrangements are no longer sufficient to ensure compliance with legal obligations under the Health and Safety at Work Act and Employment Law.
- Recent and proposed additional responsibilities include mobile speed signage management, in-house memorial safety testing, and new projects such as the refurbishment and management of Hall Road Play Area, Dunstan Close land, and the proposed dog walking area at the Playing Field.
- Implementation of an improved Health and Safety management system is essential to mitigate risks to staff, councillors, and members of the public, and to protect the Council from potential legal action or prosecution in the event of an incident.
- All quotations included online training courses, which would replace separate training currently paid for by the Council, resulting in a minimum annual saving of £200 for general mandatory training, while additional specialised and professional development training would continue as required.

A copy of packages being offered can be found here: [Quote 1](#); [Quote 2](#); [Quote 3](#); [Quote 4](#).

Members also considered the benefits of an integrated HR management system, which would:

- Streamline administration processes for timesheet submissions, holiday requests, and training needs.
- Enhance confidentiality of personnel files, absence management, holiday and training records.
- Provide legal advice and document templates covering both Health and Safety and employment policies, ensuring continued compliance with Employment Law and enabling the Council to efficiently manage future changes in legislation.

Three quotations were reviewed in detail. It was noted that:

- The quotation for £215 per month, with a £540 set-up fee per employee and open to annual cost increases, was not considered the most suitable option for the Council's needs.
- Of the two remaining quotations, one provider used the other's software system for HR management, and there was a significant difference in cost between them.

It was **Resolved** to approve the implementation of the Bright HR and Health and Safety system for a 60-month (5 year) period as the cost of their services was considered acceptable and represented better value for money compared to other options. Members agreed that a longer-term contract would be more cost-effective for the Council and mitigate the risk of significant cost increases upon renewal after a shorter contract term.

The decision is subject to the Staffing Committee reviewing the final contract prior to signing, and confirmation from Bright that the costs will remain fixed over the 60-month period. The current monthly cost quoted is £168 + VAT, and the Clerk will seek to negotiate this further prior to contract signing.

The Committee determined that implementation of these systems is necessary to ensure the Parish Council continues to meet its statutory obligations efficiently, safeguards its staff and service users, mitigates legal and operational risks, and ensures professional HR and Health and Safety management for the future.

There being no other business the Chair closed the meeting at 3.15 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting