



THE MINUTES OF THE MEETING OF
COXHOE PARISH COUNCIL HUMAN RESOURCES COMMITTEE
HELD ON MONDAY 23RD APRIL 2018

Councillors Present: Councillor A Hedley (Chair), K Simpson, B Hepplewhite, S Dunn.

Also present: C Llewelyn (Clerk)

1. **ELECTION OF CHAIR**

Councillor Hedley was elected as Chair.

2. **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Downham.

3. **DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

4. **MINUTES OF LAST MEETING**

No minutes presented for review.

5. **HR COMMITTEE TERMS OF REFERENCE**

Members considered a template terms of reference but felt it did not suit the needs of the Committee. The members **RESOLVED** to consider further terms of reference at the next meeting.

6. **PAY AWARD 2018/19**

The Clerk circulated details of pay awards for staff. The Clerk will advise payroll and employees. The members noted the information which will be taken to the full Council meeting.

7. **UPDATE ON NEST PENSION CONTRIBUTIONS**

New rates of pension contributions were noted by the Committee; **RESOLVED** Clerk to take details to full Council meeting.

8. **CLERK CILCA TRAINING**

The Committee recommended the Council accept the request in the report and **RESOLVED** will be taken to the full Council meeting; the Committee felt the current process for authorising any extra working hours should be used.

EXCLUSIONS OF THE PRESS AND PUBLIC

At this point of the agenda all members of the press and the public were asked to leave the meeting room due to an item classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

9. **STRATEGIC STAFFING REVIEW**

The Committee made a number of recommendations based on the report provided, and **RESOLVED (A)** that the Clerk should make a report of the recommendations and take to the full Council meeting. The members **RESOLVED (B)** to recommend the Council adopts an annual leave policy.

The members **RESOLVED (C)** to recommend to Council that delegated authority be given to this Committee so members can review and approve Parish Council policies.

Cllr Hepplewhite left the meeting.

10. **RECRUITMENT OF ADMINISTRATION ASSISTANT**

The Committee **RESOLVED** to accept the report submitted by the Clerk and asked the Clerk to update with the recommendations they made and submit to the full Council meeting on 2nd May 2018, with a recommendation that an in-tray exercise be completed as well as an interview.

11. **DATE AND TIME OF NEXT MEETING**

Tuesday 5th June, 6.00pm at Coxhoe Village Hall.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....