



**THE MINUTES OF THE MEETING OF**  
**COXHOE PARISH COUNCIL HUMAN RESOURCES COMMITTEE**  
**HELD ON TUESDAY 19<sup>TH</sup> JUNE 2018**

Councillors Present: Councillor A Hedley (Chair), A Appleby, W Lavelle.

Also present: C Llewelyn (Clerk)

H19 **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Simpson.

H20 **DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

H21 **MINUTES OF LAST MEETING**

The minutes of the last meeting were agreed.

H22 **HR COMMITTEE TERMS OF REFERENCE**

Clerk to put forward to the full Council in July the terms of reference agreed at the last meeting.

H23 **AGREEMENT OF STAFFING POLICIES**

**RESOLVED (A)** the draft Annual Leave Policy is approved with amendments including the Clerk's annual leave to be authorised by the Chair or Vice Chair.

**RESOLVED (B)** the draft Dignity Policy is approved with the amendments that he/she is changed to they. The draft was the Council's previous policy updated in line with ACAS recommendations.

**RESOLVED (C)** the next meeting of the Committee will consider an Equality Policy.

**RESOLVED (D)** the Lone Working Risk Assessment presented is approved.

**RESOLVED (E)** Clerk to ask questions of the Village Hall about CCTV and policies will need to be developed for data protection; Clerk to investigate panic alarm system and spyhole/door chain and report back to the Committee.

**RESOLVED (F)** members want to see other examples of a Bereavement Policy and ACAS recommendations; Clerk to present for next meeting.

**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.

H24 The Committee **RESOLVED** the job description circulated is accepted.

H25 The Committee **RESOLVED** the advert and application pack for recruitment were approved with the appropriate updates e.g. change of dates. The Committee wishes to discuss the actual hours to be recruited and for the budget to be considered by the full Council and for a Youth Strategy Group meeting to be arranged shortly where staff hours can be discussed to ensure service needs are being met.

The meeting closed at 7.00pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR**.....

**DATE**.....