



Coxhoe Parish Council

Meeting: Human Resources, Grievance, Disciplinary and Complaints Committee

Date & Time: Wednesday 17 July 2019 6.00pm

Venue: Coxhoe Village Hall

Councillors present:

Councillor A Hedley (Chair); W Lavelle; K Pounder.

Also present:

C Llewelyn, Parish Clerk.

H26 To receive apologies and to approve reasons for absence

Apologies were received from Cllrs D Brown and K Simpson. It was **Resolved** apologies were received and accepted.

H27 To receive declarations of interest in items on the agenda

No declarations of interest were received.

H28 To confirm the minutes of the meeting of this Committee held on 19 June 2018

A draft copy of the minutes had been circulated with the agenda. It was **Resolved** that the minutes of the meeting held on 19 June 2018 be approved, confirmed and signed as an accurate record.

H29 Agreement of staffing policies and HR documents

Staff Handbook

A draft contents page had been circulated with the agenda. **Resolved (A)** the draft Staff Handbook contents are approved with contact details to be moved in the order and the addition of a section on data protection.

Appraisal Form

A draft appraisal form based on an SLCC template had been circulated with the agenda. **Resolved (B)** the appraisal form is approved with the addition of measures against targets. **Resolved (C)** Cllr Hedley to convert form to Excel for staff use.

H30 Health and Safety

The Clerk advised she is working on health and safety matters following the council's approval of its Health and Safety Policy and the vetting procedure with volunteers from New College. The following were **Resolved**:

(A) the committee notes the ongoing work regarding health and safety.

(B) the Clerk to add display screen equipment to the agenda of the next meeting.

(C) the Clerk to add review of office accommodation and opening hours to an in private resolution for a full council meeting.

(D) the Clerk to ensure office accommodation is a standing item for the HR Committee.

H31 Pensions Re-enrolment

The Clerk had circulated a report advising that the Pensions Regulator requires the council to choose a staging date to automatically re-enrol eligible staff into its pension scheme. The Clerk said she will advise the Regulator of the chosen date and re-enrol eligible staff as appropriate; all staff have been sent letters about the opportunity to enrol in the pension scheme in recent months. **Resolved** the report and actions are noted.

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.

H32 Staffing levels and budget

The Committee **Resolved:**

(A) to note the report.

(B) to note the staffing levels and staffing budgets.

(C) to recommend that full council reviews the youth staffing budget and looks to agree an overspend.

(D) former Youth Auxiliary Worker to become a casual worker.

H33 Clerk line management

The committee **Resolved (A)** that the Clerk and Cllr Hedley as Chair of the committee will hold a one to one meeting before each committee meeting, to update past actions and to make a list of considerations and actions for this section of each committee meeting.

The committee completed a supervision form with the Clerk. It was **Resolved (B)** that Cllr Lavelle will type up the items and actions and this will be signed by the Clerk and Cllr Hedley.

Several actions were identified including that the committee **Resolved:**

(C) to be clear on the website that the parish council will endeavour to respond to queries within ten working days

(D) the complaints procedure to be reviewed by full council.

The meeting closed at 8.15pm.

Certified as a True Record:

Chair (Sign)

Date