



## Coxhoe Parish Council

Meeting: Human Resources, Grievance, Disciplinary and Complaints Committee

Date & Time: Wednesday 16 October 2019 6.00pm

Venue: Coxhoe Village Hall

Councillors present:

Councillor A Hedley (Chair); D Brown (part of the meeting); K Lowes; K Simpson.

Also present:

C Llewelyn, Parish Clerk.

### H34 To note apologies

Apologies were received from Cllr W Lavelle. It was **Resolved** apologies were noted.

### H35 To receive declarations of interest in items on the agenda

No declarations of interest were received.

### H36 To confirm the minutes of the meeting of this Committee held on 16 October 2019

A draft copy of the minutes had been circulated with the agenda. It was **Resolved** that the minutes of the meeting held on 17 July 2019 be approved, confirmed and signed as an accurate record.

### H37 Agreement of staffing policies and HR documents

Self certification form

A form had been circulated with the agenda. **Resolved (A)** the self certification form is noted and is to be used for sickness absences between one and seven days.

Councillor and Staff Handbooks

the Clerk advised the Councillor Handbooks have all been distributed and Staff Handbooks are ready and will be distributed as soon as possible. **Resolved (B)** the information is noted.

### H38 Health and Safety

The Clerk had circulated a report with the agenda. Display screen equipment was discussed. The following were **Resolved**:

**(A)** the Clerk to circulate Health and Safety Executive information on laptop use to all staff.

**(B)** the report is 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.

### **H39 Staffing levels and budget**

A report had been circulated with the agenda. The Committee **Resolved:**

**(A)** to note the report and the staffing levels and staffing budgets.

**(B)** the Clerk to report to the next committee meeting about insurance cover for the absence of key personnel.

**(C)** the Clerk will include an increased youth staffing budget in the proposed budget for the next financial year.

Cllr D Brown joined the meeting at this point.

### **H40 Review of office accommodation and opening hours**

A report had been circulated with the agenda. The Committee **Resolved:**

**(A)** to note the report.

**(B)** the Committee recommend to full Council to invite the Village Hall Association to a general discussion on the relationship of the two organisations, in advance of discussion on specific matters.

**(C)** the Clerk to add this item to the next full Council agenda.

### **H41 Home working and display screen equipment assessments**

The Clerk had circulated documents by email. The following were **Resolved:**

**(A)** the Clerk to arrange purchase of equipment as follows: keyboards, mice, wrist rests (if required), monitors and monitor stands from the HR budget; Cllr Hedley will supply recommendations.

**(B)** the Clerk's home working and display screen equipment assessments were noted.

### **H42 Clerk line management**

The committee **Resolved:**

**(A)** to note that the Clerk and Cllr Hedley had completed the Clerk's 1:1 and annual appraisal in advance of the meeting.

**(B)** the Committee recommends full Council reviews the full workload of the Clerk, Administration Assistant and supporting Volunteer to review the scope of the roles, due to workloads.

**(C)** the Committee recommends full Council remains mindful of the workload and pressures on staff and provides support where necessary.

**(D)** Cllr Hedley will assist the clerk with seeking benefits and costs of moving to another file storage provider which may also assist with workload improvement.

### **H43 Date and time of next meeting**

It was **Resolved** the next meeting will be held on Wednesday 15 January 2020 at 6.00pm at Coxhoe Village Hall.

The meeting closed at 8.10pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**