

Coxhoe Parish Council Meeting: Human Resources, Grievance, Disciplinary and Complaints Committee

Date & Time: Wednesday 15 January 2020 6.00pm

Venue: Coxhoe Village Hall

Councillors present:

K Simpson (Chair); D Brown; K Lowes.

Cllr Hedley had sent apologies; Cllrs agreed Cllr Simpson to chair the meeting.

Also present:

C Llewelyn, Parish Clerk.

H44 To note apologies

Apologies were received from Cllrs A Hedley and W Lavelle. It was **Resolved** apologies were noted.

H45 To receive declarations of interest in items on the agenda

No declarations of interest were received.

H46 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 16 October 2019 be approved, confirmed and signed as an accurate record.

H47 Agreement of staffing policies and HR documents

List of HR policies and procedures

A list of policies had been circulated with the agenda. This included policies which the Parish Council must have and ones which would be good to have. **Resolved (A)** the Clerk to bring draft Disclosure and Barring Service (DBS) policy, computer and equipment use policy and family friendly policy to the Committee for approval. It was further **Resolved (B)** the Clerk to find out what other Parish Councils have done in relation to equality audit.

H48 Health and Safety

The Clerk advised that home working assessments had been completed by relevant staff and are being reviewed. She had circulated Health & Safety Executive workstation information to relevant staff. She is to undertake health and safety vetting with East Durham College for their students to be able to work on the cricket pavilion. It was **Resolved** the information 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.

H49 Staffing levels and budget

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

H50 Recruitment

The Clerk had prepared papers for this item. The Committee **Resolved:**

(A) the Clerk to respond to anything which features on a DBS check with common sense and at her discretion unless she felt the need to discuss with the Council or Committee, in advance of a DBS policy being implemented.

(B) the working days for the Admin Officer post will be generally Monday, Wednesday and Thursday with flexibility for meetings and events.

(C) the factual information, interview questions and in-tray task presented by the Clerk were agreed for the interviews for the Admin Officer post.

H51 Staffing insurance

The Clerk had circulated a report with the agenda. The following were **Resolved:**

(A) the report is noted.

(B) the Clerk to find out if there is any cover for maternity/paternity/adoption leave.

H52 Clerk line management

The Committee considered the 1:1 from October and discussed past and future issues. **Resolved:**

(A) to note the Clerk's comments regarding IT.

(B) that the occasional Committee meeting will go ahead without the Clerk if she is unable to attend.

H53 Date and time of next meeting

It was **Resolved** the next meeting will be held on Wednesday 22 April 2020 at 6.00pm at Coxhoe Village Hall.

The meeting closed at 8.00pm.

Certified as a True Record:

Chair (Sign)

Date