



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

Date & Time: 27 February 2020 7.30pm

Venue: via Zoom

Councillors present:

A Hedley (Chair); D Brown; W Lavelle; K Lowes; K Simpson.

Also present:

Two residents bringing the complaint against the Parish Council.

C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

H54 To note apologies

No apologies were received.

H55 To receive declarations of interest in items on the agenda

No declarations of interest were received.

The following items were classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point of the agenda it was **Resolved** that all members of the press and public were asked to leave the meeting.

H56 To make introductions

Introductions were made.

H57 To note the Committee's Terms of Reference

It was **Resolved** that this Committee's Terms of Reference were noted.

H58 Complaints Policy and outline of the procedure for the meeting

Cllr Hedley outlined complaint handling as written in the Parish Council's Complaints Policy and gave details of the procedure for the meeting. It was **Resolved** the Complaints Policy and the procedure for the meeting were noted.

H59 Grounds for the complaint reference CP05L

The complainants outlined the grounds for their complaint. Committee members asked questions of the complainant. The Clerk explained the Council's position. Committee members asked questions of the Clerk. It was **Resolved** the information and responses were noted.

H60 Questions

Cllr Hedley asked if there were any other questions. It was **Resolved** there were none.

H61 Any other information

Cllr Hedley invited the Clerk to give any other information and a summary was given. Cllr Hedley invited the complainants to give any other information and a summary was given. It was **Resolved** the summaries were noted.

H62 Decision

The Clerk and the complainants left the room while Councillors discussed their decision and returned to the room when Cllrs had made their decision. Cllr Hedley gave details of the decision reached. The decision was that the complaint was not upheld. He said the complaint cannot be taken any further within the Parish Council as there is no process of appeal. He gave details of some changes to policy areas which the Committee will recommend to the Council. It was **Resolved** the complaint is not upheld.

H63 The way forward

Cllr Hedley said a letter will be written to the complainants giving details of the decision. It was **Resolved** the letter to be written and sent to the complainants.

Certified as a True Record:

Chair (Sign)

Date