



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

Date & Time: 16 July 2020 6.00pm

Venue: via Zoom

Councillors present:

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

Also present:

C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

H64 Zoom meeting information and Parish Council Public Participation Policy

Cllrs were reminded of the Parish Council's Social Media Policy.

H65 To note apologies

None received.

H66 To receive declarations of interest in items on the agenda

Cllr Lowes declared an interest in staffing of the Youth Service. It was **Resolved** the declaration of interest is noted.

H67 To confirm the minutes of the meeting of this Committee held on 15 January 2020

The minutes of the meeting were circulated with the agenda. The Clerk gave a brief update on progress. It was **Resolved** that the minutes of the meeting held on 15 January 2020 be approved, confirmed and signed as an accurate record. The minutes will be counter-signed by the Clerk and will be signed by the Chair when possible.

H68 Public participation

No members of the public attended the meeting.

H69 Staffing update and staff terms and conditions

a) Staffing

The following were **Resolved**:

1. The report was noted.
2. The Committee noted the staffing levels and endorsed the activity undertaken by the Clerk.

b) Staff terms and conditions

The following were **Resolved**:

1. Council noted the report.

2. The Committee recommended that the full Council makes the decision to agree amending staff annual leave provision, with more information being made available.

H70 Agreement of Covid-19 risk assessment with regards to staff health and safety

The Clerk gave information on the risk assessment circulated with the agenda.

The following were **Resolved**:

1. The risk assessment was approved for staff consultation, with an addition that staff will be able to wear a mask during any activity without question while the pandemic continues.
2. The Clerk and Cllr Hedley to write to all three work locations, to request information with a view to re-opening but stating that the Council is not pushing for this but is looking ahead, and to ask for their risk assessment for discussion with the Parish Council, as well as sharing the Parish Council's risk assessment when it is ready.

H71 Clerk line management

The Clerk gave an update on her objectives and the current challenges of the role. She is undertaking training on Coronavirus risk assessments. A 1:1 record will be completed and signed by the Clerk and Cllr Hedley. It was **Resolved** the discussion was noted.

H72 Date and time of next meeting

It was **Resolved** the next meeting of this Committee will be held on Wednesday 14 October 2020 at 6.00pm.

The meeting closed at 7.15pm.

Certified as a True Record:

Chair (Sign)

Date