



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

Date & Time: 14 October 2020 6.00pm

Venue: via Zoom

Councillors present:

A Hedley (Chair); K Lowes; J Slater.

Also present:

C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

H73 Zoom meeting information and Parish Council Public Participation Policy

Zoom meeting guidelines and the Parish Council's Public Participation Policy have been previously circulated to Councillors.

H74 To note apologies

Apologies were received from Councillors W Lavelle and K Simpson. It was **Resolved** the apologies were noted.

H75 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.

H76 To confirm the minutes of the meeting of this Committee held on 16 July 2020

The minutes of the meeting were circulated with the agenda. It was **Resolved** that the minutes of the meeting held on 16 July 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.

H77 Public participation

No members of the public attended the meeting.

H78 Health and Safety

a) Staff welfare

The Clerk had circulated a report. It was **Resolved (1)** to note the report and **Resolved (2)** the Clerk to offer Team Doctor resources to staff.

b) Note the Council's Covid-19 risk assessment with regards to staff health and safety

The Clerk had circulated the most up to date version of the Council's full Covid-19 risk assessment. She gave information about the re-opening of face to face youth clubs. It was Resolved:

(1) to note the current version of the risk assessment.

(2) the Clerk to add controls regarding people who may wish to join youth clubs but should be self-isolating.

(3) the Clerk to check if information is available on any school closures.

H79 Approval of Parish Council Policies

The Clerk had circulated draft policies with the agenda.

a) Disclosure and Barring Service Policy

It was **Resolved** the draft Disclosure and Barring Services Policy was approved.

b) Computer and Equipment Use Policy

It was **Resolved** the draft Computer and Equipment Use Policy was approved.

c) Flexible Working Policy

Councillors discussed point five of the draft policy.

It was **Resolved** the draft Flexible Working Policy was approved, with amendments to point five to state that one request for flexible working can be made per 12 month period.

H80 Equality Audit

The Clerk had sent an equality audit template with the agenda and said she intends to carry out the audit with staff when time allows. It was **Resolved** to note the equality audit will be undertaken when time allows.

H81 Staffing update and terms and conditions

a) Update on staffing levels

The Clerk had sent a report with the agenda and gave the Members an update on budget figures for youth staff.

The following were **Resolved**:

(1) the Committee notes the staffing update and thanks L Lyons for her service.

(2) the Committee endorses the Clerk's activity with regard to staffing.

(3) the Committee notes that there is likely to be a small underspend in the youth staff budget.

b) Staff terms and conditions

Not discussed.

H82 Clerk line management

The Clerk and Councillor Hedley had met to discuss the Appraisal and one to one.

a) Appraisal

It was Resolved that the Committee noted the appraisal.

b) Line management

It was Resolved that the Committee noted the one to one had been completed.

Councillor Hedley thanked the Clerk.

H83 Date and time of next meeting

It was **Resolved** the next meeting of this Committee will be held on Wednesday 13 January 2021 at 6.00pm.

The meeting closed at 7.05pm.

Certified as a True Record:

Chair (Sign)

Date