



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

Date & Time: 27 January 2021 6.00pm

Venue: via Zoom

Councillors present:

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

Also present: C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

H84 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.

H85 To note apologies

Apologies were received from Councillor J Slater. It was **Resolved** the apologies were noted.

H86 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.

H87 To confirm the minutes of the meeting of this Committee held on 14 October 2020 and the minutes of the meeting of this Committee held on 27 February 2020

The minutes of the meetings were circulated with the agenda. It was **Resolved** that the minutes of the meetings held on 14 October 2020 and 27 February 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.

H88 Public participation

No members of the public attended the meeting.

H89 Health and Safety

a) Staff welfare

The Clerk had circulated a report. The Health and Safety Policy of the Council is being followed. The Clerk is in the process of finding an optician to undertake eye tests for staff with significant display screen time which will be paid for by invoice or credit card.

It was **Resolved** to note the report.

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 which is reviewed every week. She said that Durham County Council's Public Health Department had been very helpful. Councillor Hedley said the Clerk is looking at undertaking risk assessment training.

It was **Resolved**:

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

(2) to note the update.

H90 Approval of Parish Council Policies

The Clerk had circulated draft policies with the agenda.

a) Volunteers' Policy

It was **Resolved** that with the removal of the date of insurance advice the draft Volunteers' Policy was approved.

b) Dignity at Work and Anti Bullying and Harassment Policy

It was **Resolved** the draft Dignity at Work and Anti Bullying and Harassment Policy was approved.

H91 Equality Audit

The Clerk had sent a report stating she had begun the process of equality audit. Any identified action would be taken as appropriate, and a report prepared in due course. It was **Resolved** to note the report.

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 (5)** that all members of the press and public were asked to leave the meeting.

H92 Staffing update

a) Staffing update

The Clerk had sent a report with the agenda and gave the Members an update on budget figures for youth staff. Recruitment for youth staff was discussed and may need to be undertaken in due course, possibly April. The following were **Resolved**:

(1) the Committee notes the staffing update.

(2) the Clerk to have recruitment processes ready for when they are required.

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

b) Staff welfare

The Clerk had sent a report. She has undertaken an employee questionnaire. Information received will be acted on and a report will be produced which will not identify staff individually, for HR Committee and to feed back to staff. The survey will be repeated, with the recently completed survey used as a baseline. It was **Resolved** to note the report.

H93 Clerk line management

The Clerk and Councillor Hedley had met to discuss the Clerk's one to one. The Clerk left the meeting while Councillors discussed the Clerk's line management.

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

H94 Date and time of next meeting

It was **Resolved** the next meeting of this Committee will be held on Wednesday 21 April 2021 at 6.00pm.

The meeting closed at 7.00pm.

Certified as a True Record:

Chair (Sign)

Date