

LANDEWEDNACK PARISH COUNCIL

Minutes of the Landewednack Parish Council Human Resources Committee Meeting on Thursday 26th January at 3.00pm at the READING ROOM, THE LIZARD

Present: Cllrs Parker (Chair of Council), R Wheeler, S Wheeler and Baxter (Chair of HR Committee)

In Attendance: D Shepherd (Clerk)

17/18 HR21 To receive and accept apologies

There were no apologies

17/18 HR22 To receive Declarations of Interest: To receive declarations of personal interest and disclosable pecuniary interest in respect of items of this agenda

There were no Declarations of Interest

17/18 HR23 Public Participation: To receive public comment on items on the agenda. A maximum of ten minutes is allowed for this item

There were no members of the public present

17/18 HR24 Minutes of Human Resources Committee Part 1 held on 2nd November 2017: To approve and sign the minutes as a correct record

It was **resolved** to approve and sign the minutes as a correct record

17/18 HR25 Grievance Policy: To consider a grievance policy to recommend to Council

The Clerk had circulated a policy for small Councils and the Cllr Baxter had circulated the NALC model document. Cllrs agreed to use the NALC document. Cllrs went through the document in detail and made revisions. The Clerk was asked to amend and recirculate the document

It was **resolved** to recommend to Council that the Grievance document be adopted (Proposed Cllr Baxter)

17/18 HR26 Disciplinary Policy: To consider a discipline policy to recommend to Council

The Clerk had circulated a policy for small Councils and the Cllr Baxter had circulated the NALC model document. Cllrs agreed to use the NALC document. Cllrs went through the document in detail and made revisions. The Clerk was asked to amend and recirculate the document

It was **resolved** to recommend to Council that the Discipline document be adopted (Proposed Cllr Baxter)

17/18 HR27 Health and Safety Policy: To consider a policy to recommend to Council

The Clerk had circulated a policy for small Councils and Cllrs had circulated other policies for consideration. It was noted that the implementation of the policy would need to be a standing item on the HR Committee agenda once adopted. Cllrs agreed to use the document circulated by the Clerk

It was **resolved** to recommend to the Council that the Health and Safety Policy be adopted

17/18 HR28 Employees Code of Conduct Policy: Cllr Parker to present a draft policy for consideration

Cllrs went through the policies that the Committee had agreed still required development: Equal Opportunity, Sickness Absence and Recruitment

It was **resolved** that the HR Committee would consider draft policies in April
(Proposed Cllr Baxter)

17/18 HR29 **Standing Orders:** To review those parts of the Standing Orders which relate to
staffing matters

Cllrs agreed that they wanted to retain the current NALC standing orders but agreed
some amendments to ensure that they matched the Clerk's Contract of Employment.
The Clerk was asked to amend and recirculate

It was **resolved** to recommend to Council that the amended Standing Orders be
adopted

Part II

**In accordance with section 1 (2) of the Public Bodies (Admission to Meetings)
Act of 1960 the Press and the Public will be excluded from the meeting when
the Council progresses the following confidential staffing matters**

17/18 HR30 **Date of Next Meeting:** April 2018. Dates to be circulated by the Clerk