

LANDEWEDNACK PARISH COUNCIL

Minutes of the Landewednack Parish Council Human Resources Committee Meeting on Thursday 26th July at 7.30 pm at the READING ROOM, THE LIZARD

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

In Attendance: D Shepherd (Clerk)

18/19 HR 19 To receive and accept apologies

There were no apologies

18/19 HR 20 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

18/19 HR 21 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

18/19 HR 22 Minutes of Human Resources Committee held on the 9th April 2018: To approve and sign the minutes as a correct record

It was **resolved** to approve and sign the minutes as a correct record (Proposed Cllr Baxter)

18/19 HR 23 Minutes of Human Resources Committee held on 26th April 2018: To approve and sign the minutes as a correct record

It was **resolved** to approve and sign the minutes as a correct record (Proposed Cllr Baxter)

18/19 HR 24 Equal Opportunities Policy: To consider the draft policy to recommend to Council

It was **resolved** to recommend the policy be approved by the Council (Proposed Cllr Baxter)

18/19 HR 25 Absence Management Policy: To consider the draft policy to recommend to Council

It was **resolved** to recommend the policy be approved by the Council (Proposed Cllr Baxter)

18/19 HR 26 Health and Safety Policy: To consider an implementation plan. Cllr Parker and the Clerk to report

Cllrs discussed implementation of the policy and noted that risk assessments and appropriate actions were being undertaken in relation to the cemetery, benches, recreation ground, church cove and the Green. It was thought that it would be appropriate for Cllrs to be allocated specific areas to regularly inspect, record and report back to Council. Any projects would require risk assessments before commencing

It was **resolved** that Cllr Parker and the Clerk would work together to draft the plan above for circulation to Cllrs for approval (Proposed Cllr Parker)

18/19 HR 27 Employees Handbook: To discuss implementation

It was noted that the Handbook could now be drawn together containing the following policies: Discipline/Grievance/Equal Opps/Absence Management/Health and Safety plus a privacy statement for staff. No further policies are anticipated at this stage

It was **resolved** that Cllr Parker would write an introduction to the Handbook containing a statement re Code of Conduct expectations of staff (Proposed Cllr Parker)

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