

LANDEWEDNACK PARISH COUNCIL

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

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

In Attendance: D Shepherd (Clerk)

18/19 HR 7 To receive and accept apologies

It was **resolved** to accept apologies from Cllr Parker (Proposed Cllr Parker)

18/19 HR 8 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 9 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 10 Minutes of Human Resources Committee held on the 9th April 2018: To approve and sign the minutes as a correct record

The Clerk had not received the minutes so this matter was deferred

18/19 HR 11 Disciplinary Policy: To reconsider the draft discipline policy to recommend to Council

Cllrs agreed the policy. The Clerk to recirculate the final document

It was **resolved** to recommend to Council that the policy be adopted (Proposed Cllr Parker))

18/19 HR 12 Grievance Policy: To reconsider the current grievance policy to recommend to Council

It was **resolved** that the current grievance policy did not need further amendment (Proposed Cllr Parker)

18/19 HR 13 Health and Safety Policy: To consider the implementation of the Health and Safety Policy

Cllrs discussed implementation of the plan.

It was **resolved** that the Clerk and Cllr V Parker would develop an implementation plan for the Committee to consider (Proposed Cllr Parker)

18/19 HR 14 Equal Opportunities Policy: To consider a policy to recommend to Council

Cllrs considered a draft policy and suggested amendments. The Clerk to amend the draft and recirculate for the Committee to consider (Proposed Cllr Parker)

18/19 HR 15 Absence Management Policy: To consider a policy to recommend to Council

Cllrs considered a draft policy and suggested amendments. The Clerk to amend the draft and recirculate for the Committee to consider (Proposed Cllr Parker)

18/19 HR 16 Recruitment Policy: To consider a policy to recommend to Council

The Council considered draft procedures and agreed to defer this until such time as they are required to recruit a member of staff

18/19 HR 17 Employees Code of Conduct Policy: To consider a policy to recommend to Council

Cllr R Wheeler proposed that a handbook be developed containing all the policies once agreed. Cllr V Parker proposed including a statement re Employees Code of Conduct when this was done

18/19 HR 18 Date of Next Meeting: It was agreed that future meetings would be on a Thursday evening and that the Clerk would distribute a schedule of meetings for 2018/19

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