

**Minutes of Meeting:** Human Resources Committee  
**Date and Time:** 9 January 2023 19.00  
**Venue:** The Old Courthouse

**Present** Cllr M Stott (Chair), S Reynolds, D Martin, L Harris

**In Attendance** L Wright (Clerk)

**HR 23/01/017** Apologies for absence – Cllr P Rainbow

**HR 23/01/018** To receive any declarations of interest, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 – none

**HR 23/01/019** **Approval of Minutes of previous meeting**  
19.1 HR Committee 31 October 2022  
**Agreed unanimously** with the addition of Training to include Customer Service  
  
19.2 Matters Arising (not covered in the agenda) – Ground staff job evaluation was ongoing

**HR 23/01/020** **Chairman’s Notices – A letter of complaint had been received and will be discussed in closed session**

**HR 23/01/021** **Election of Clerk Appraisal panel – 2 members**  
Cllr M Stott and L Harris were proposed and seconded  
**Agreed unanimously**

**HR 23/01/022** **Review and approval of updated polices**  
**22.1** Equal opportunities – approved with a name change to Equality and Diversity  
**22.2** Recruitment and Selection – approved  
**22.3** Grievance – not approved. To be reviewed with the staff handbook and a council protocol to be written to be followed by councillors and staff

**HR 23/01/023** **Review of new polices and recommendation to Full Council**  
**23.1** New Councillor Code of Conduct  
**23.2** Dignity at Work  
The polices were reviewed with a recommendation for Full Council to approve

**HR 23/01/024** **Review the Civility and Respect pledge**, the recommendation for Full Council to sign the pledge was agreed

**HR 23/01/025** **To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as**

**amended by Section 100 of the Local Government Act 1972 for the following confidential item**

**Agreed unanimously**

**25.1 Review of Staff Handbook**

**Clerk and Cllr Harris to review the comments on the new staff handbook with the present handbook and combine the two in line with approved policies**

**HR 23/01/026 Items for Discussion at next meeting**

The staff handbook

**HR 23/01/027 Items for communication - None**

**HR 23/01/028 Date of next meeting - TBC**

**Lesley Wright  
Clerk to the Council**

**03 January 2023**