

Minutes of Meeting: Human Resources Committee
Date and Time: 24 May 2023 14.00
Venue: The Old Courthouse

Present : Cllrs M Stott (Chair), P Rainbow & M Brock

In Attendance – Lesley Wright – Clerk to the Council

- HR 23/06/001** **Apologies for absence**
Cllrs P Harris, L Harris & K Roberts
Approved
- HR 23/06/002** **To receive any declarations of interest**, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 – None
- HR 23/06/003** **Approval of Minutes of previous meeting**
3.1 HR Committee 6 March 2023
 Proposed M Stott Seconded P Rainbow
 Approved unanimously by those present at the meeting
3.2 Matters Arising (not covered in the agenda) –
- HR 23/06/004** **Chairman’s Notices**
- HR 23/06/005** **Policies**
5.1 **Review of Terms of Reference –**
 Proposed M Stott Seconded M Brock
 Agreed Unanimously with the agreed changes
- 5.2** Outstanding Polices to be reviewed-
 Grievance Procedure
 Recruitment Policy
 Contract of Employment
 Staff Handbook
- Noted that these Policies of Outstanding
- HR23/06/006** **Recruitment of Deputy Clerk –** moved to Confidential session.
- HR 23/06/007** **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.**

Proposed Cllr Stott Seconded M Brock

Resolved unanimously

HR23/06/008 **Clerks Staff Update Report** – the Clerk reported that a temporary Finance Assistant has been appointed until September and discussed the situation with the present members of staff.

HR 23/06/009 **Items for Discussion at next meeting**

HR 23/06/010 **Items for communication**

HR 23/06/011 **Date of next meeting** –to be agreed after a Panel meeting to review Job Descriptions

Meeting Closed **15.00**

Signed

Chair of Human Resources

Date