

Minutes of Meeting: Human Resources Committee
Date and Time: 16 August 2023 19.00
Venue: The Old Courthouse

Present: Cllrs M Stott (Chair), K Roberts & M Brock

In Attendance Lesley Wright – Clerk to the Council

HR 23/08/012 Apologies for absence – Cllr P Rainbow, L Harris & P Harris

HR 23/08/013 To receive any declarations of interest, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011- None

HR 23/08/014 **Approval of Minutes of previous meeting**
14.1 HR Committee 24 May 2023
Proposed M Stott Seconded M Brock
Approved unanimously by those present at the meeting
14.2 Matters Arising (not covered in the agenda)

HR 23/08/015 Chair persons' Notices

HR 23/08/016 Cycle to work scheme –
Recommendation to Full Council to adopt the scheme
Agreed Unanimously

HR 23/08/017 **Policies**
17.1 Review of Terms of Reference as requested by Full Council –
Reviewed and refer to Full Council for Approval
17.2 Lone worker policy – more work is required on this policy to be reviewed as part of the policy review project
17.3 Outstanding Polices to be reviewed-
Grievance Procedure
Recruitment Policy
Contract of Employment
Clerk and Cllr Harris to allocate policies to the HR committee for approval at the next meeting

HR 23/08/018 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.

HR23/08/019 Review of Staff Handbook to Date – further work required with a separate policies handbook

HR23/08/020 **Clerks Staff Update Report –**
Clerk to produce a workforce plan to March and from April 24 for consideration
in the 24-25 budget
Cllr Brock to review correspondence and advise on further correspondence.

HR 23/08/021 **Items for Discussion at next meeting**
Policies and Procedures

HR 23/08/022 **Items for communication -none**

HR 23/08/023 **Date of next meeting –27 November 2023**

Meeting Closed 20.30

Signed

Chair of HR Committee

Date