

**Minutes of Meeting:** Human Resources Committee  
**Date and Time:** 19 February 2024 10.00  
**Venue:** The Old Courthouse

**Present :** Cllr M Stott (Chair), Brock, L Harris, P Harris Rainbow,

**HR24/02/035** **Apologies for absence** – Cllr K Roberts Cllr L Harris arrived at 10.30am

**HR 24/02/036** **To receive any declarations of interest**, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011  
**Cllr M Stott – Agenda item 43V2 Proposal 1** – withdrew from the meeting whilst this was discussed

**HR 24/02/037** **Approval of Minutes of previous meeting**  
37.1 HR Committee 23 November 2023 –  
Agreed Unanimously with the following amendment  
26.2 Substitute ‘Cycle to Work’ with ‘Salary Sacrifice’  
29.2 Substitute ‘noted’ to ‘Recommendation to Full Council’  
Substitute ‘addiction’ to ‘addition’  
37.2 Matters Arising (not covered in the agenda)  
All changes to policies to be highlighted in red until agreed.

**HR 24/02/038** **Chair persons’ Notices – none**

**HR 24/02/039** **Approval of Staff Handbook to date**  
**Agreed unanimously with the agreed amendments**  
Recommendation to accept the handbook from HR for approval at Full Council

**HR 24/02/040** **40.1 Review of Updated Policies**  
40.1 Lone Worker - recommendation to Full Council  
**40.2 Outstanding Polices to be reviewed-**  
Grievance & Disciplinary Procedure – to be reviewed at the next meeting,  
Clerk to circulate both revised documents  
Equality and Diversity policy – to be sent to Cllr Bostock for his input  
Vexatious & Abusive Behaviour – Cllr Roberts

**HR 24/02/041** **Statutory Powers and Duties to be discussed** – to be circulated to Full Council for information

- HR 24/02/042**      **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.**
- HR 24/02/043**      **Clerks Staff Update Report –**  
**All proposals agreed unanimously.**  
Cllr L Harris and Clerk to carry out the Deputy Clerks, 6 month appraisal
- HR 24/02/044**      **Items for Discussion at next meeting**
- HR 24/02/045**      **Items for communication – Policies**  
Grievance and Disciplinary Policies and Procedures
- HR 24/02/046**      **Date of next meeting –Monday 11 May 2024 19.00**

**Signed**

**Chair of the HR Committee**

**Date**