

Minutes of Meeting: Human Resources Committee
Date and Time: 29 January 2025 19.00
Venue: The Old Courthouse

Present Cllr P Harris (Chair), M Brock, P Rainbow, P Brooker , K Roberts

- HR 25/01/001** **Apologies for absence** – Cllr L Harris
- HR 24/01/002** **To receive any declarations of interest**, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 - none
- HR 25/01/003** **Approval of Minutes of previous meeting**
3.1 HR Committee – 27 November 2024
 Agreed unanimously
3.2 Matters Arising - none
- HR 25/01/004** **Chair’s Notices – none**
- HR 25/01/005** **Approval of Policies –**
5.1 Complaints policies and procedures
 Proposed P Harris Seconded P Brooker
 To accept with amendments to item 7
 Agreed unanimously
5.2 Equality and Diversity Policy -
 Proposed P Harris Seconded P Rainbow
 Agreed unanimously
5.3 Sexual & General Harassment
 Proposed P Harris Seconded P Rainbow
 To accept with updated numbered bullet points and to link to the Code of Conduct
 Agreed unanimously
- HR 25/01/006** **Review of Policies**
6.1 Visual display policy –
 Proposed P Harris Seconded P Brooker
 To accept with the removal of 10.2 and the addition of 2 years in 9.4
 Agreed unanimously
6.2 Policy for informal complaints –
 Clerk and Chair to write for the next meeting

All agreed policies to be added to the Full Council Agenda with recommendation for approval

HR 25/01/007 **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 P Harris Seconded P Brooker
Agreed unanimously

7.1 Clerk update - noted

7.2 Recruitment –
Proposed P Harris Seconded P Rainbow
To accept the proposal for the recruitment of a receptionist, beginning in May
Agreed by majority

7.3 Staff complaint- noted.
HR to ask TE to discuss how the council engage improve with the community

HR 25/01/008 **Items for Discussion at next meeting**
Informal complaints procedure
Code of Conduct in relation to Harassment Policy
Previous complaint

HR 25/01/009 **Items for communication – NONE**

HR 25/01/010 **Date of next meeting –26 March 2025**

Signed

Chair of Human Resources Committee

Date