

Minutes of Meeting: Human Resources Committee
Date and Time: 23 April 2025 19.00
Venue: The Old Courthouse

Present :

In Attendance : Cllrs P Harris, P Rainbow, L Harris, J Bostock, P Brooker, M Brock

HR 25/04/001 Apologies for absence – Cllr K Roberts

HR 24/04/002 To receive any declarations of interest, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011- none

HR 25/04/003 Approval of Minutes of previous meeting

3.1 HR Committee –25 January 2025

Agreed Unanimously

3.2 Matters Arising (not covered in the agenda)

HR 25/04/004 Chair's Notices – none

HR 25/04/005 Review of Policies

5.2 Policy for informal complaints – the dignity at work extract was reviewed ,it was agreed that these should not be anonymous

5.3 Code of Conduct in relation to Harassment policy -both policies were reviewed

HR25/04/006 Recruitment schedule for Receptionist/Admin Assistant – the job description and recruitment were agreed . Advertising via Facebook and the website . Clerk to email Council with the process

HR 25/04/007 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.

Agreed unanimously

7.1 Clerk update – the clerk updated on staffing levels and workload

7.2 Staff complaint- not discussed

HR 25/04/008 Items for Discussion at next meeting

HR 25/04/009 Items for communication

HR 25/04/010 Date of next meeting –TBC

Meeting Closed

Signed

Chair of Human Resources

Date