

Wrockwardine Parish Council

Minutes of the Human Resources Committee Meeting held on Friday 25th February 2022 at 11.00a.m at Admaston House, Admaston

Present: Cllr Mr P Cooper (Chairman)
Cllr Mrs E Anderson
Cllr Mr K Ballantyne

In Attendance: Ms J Hancox (Clerk)

22/HR01 Welcome

The Chairman welcomed everyone to the meeting.

22/HR02 Apologies for absence

None

22/HR03 Declaration of Interests & Dispensations

- a) Pecuniary – None declared
- b) Personal – None declared

22/HR04 Public Session

No matters raised.

22/HR05 Minutes

It was **RESOLVED** to confirm and sign the minutes for the meeting held on 19th November 2021 which were received by Full Council on 8th December 2021.

22/HR06 Lone Worker Policy Amendment

The Committee considered the amendments suggested and made further alterations. They requested the policy be fully amended and brought back to the next HR Committee meeting before being presented to Full Council.

22/HR07 Mentoring for New Councillors

Cllr Anderson suggested introducing a mentoring policy for new councillors. Following a discussion, it was agreed that Cllr Anderson develop a draft policy and bring this back to the next HR Committee meeting.

22/HR08 Clerk's Accounts

The Clerk's timesheets, mileage claims and annual leave card were received and accepted as a true record by the Committee.

22/HR09 Exclusion of Press & Public

It was **RESOLVED** that the press & public be excluded from the meeting for the remaining items of business which were confidential & might expose exempt information in accordance with Schedule 12A Local Government Act 1972 S12 and the Public Bodies (Admissions to Meetings Act 1960 s1 as amended 2014 by the Openness of Local Government Bodies Regulations 2014).

22/HR10 Clerk's Appraisal

The Committee was satisfied with the appraisal that had taken place and, following a discussion, it was agreed to ask Full Council to consider, agree and approve the Parish Council objectives for next year (2022/23) as part of the appraisal process.

22/HR11 Salary Scale Review

The Committee received and **RESOLVED** to accept the NJC salary increment rise automatically effective from 1st April 2022.

22/HR12 Date of next meeting

The next meeting will be held on **Friday 27th May 2022** at 11.00a.m at Admaston House.

The meeting closed at 11.50 a.m

Signed _____ *K Ballantyne* _____ (Chairman)

Date _____ *27th May 2022* _____