

# Wrockwardine Parish Council

## Minutes of the Human Resources Committee Meeting held on Wednesday 18<sup>th</sup> August 2021 at 6.00p.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)

**21/06 Welcome**

The Chairman welcomed everyone to the meeting.

**21/07 Apologies for absence**

None

**21/08 Declaration of Interests & Dispensations**

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

**21/09 Public Session**

No matters raised.

**21/10 Minutes**

It was **RESOLVED** to confirm and sign the minutes for the meeting held on 30<sup>th</sup> June 2021 and which had been received by Council on 14<sup>th</sup> July 2021.

**21/11 Terms of Reference**

The Chairman apologised as he had been unable to complete this task but hoped to complete them for Council to approve on 8<sup>th</sup> September 2021.

**21/12 Lone Working**

The Committee was updated on the successful trial of the Safepoint system for monitoring lone workers that the Clerk and Cllr Mrs Ballantyne undertook last month. The Committee's recommendation to Council was that the Clerk entered into a four- month trial period contract with Safepoint for two people with effect from 1<sup>st</sup> September 2021 until 31<sup>st</sup> December 2021. A report on its effectiveness and future cover would then come to Full Council at its December meeting.

[Proposer: Cllr Cooper; Seconder: Cllr Anderson; Vote: Unanimous]

**21/13 Policies**

The list of outstanding risk assessments and policies was circulated prior to the meeting (Appendix 1). The Committee agreed for the Clerk to present the Risk Assessments and the Defibrillator Policy at the Council meeting in September. The rest of the draft policies would be ready for the HR Committee's next meeting.

- 21/14 Clerk's Contract of Employment**  
The Committee **RESOLVED** the amendments that were previously approved by Council regarding hours worked, pay scale and dispute resolution.  
[Proposer: Cllr Ballantyne; Seconder: Cllr Cooper; Vote: Unanimous]
- 21/15 Clerk's Accounts**  
The Clerk's timesheets, mileage claims and annual leave card were received and noted by the Committee.
- 21/16 Any other Business**  
The Committee discussed the Clerk's yearly appraisal and agreed that Cllr Anderson would develop a suitable appraisal document to use and bring this to the Committee's next meeting.
- 21/17 Date of next meeting**  
The next meeting will be held on 19<sup>th</sup> November 2021 at 11.00a.m at Admaston House.

Signed: \_\_\_\_\_ *Cllr P Cooper* \_\_\_\_\_ (Chairman)

Date: \_\_\_\_\_ *19<sup>th</sup> November 2021* \_\_\_\_\_

## Appendix 1

<p><b>Risk assessments:</b></p> <ul style="list-style-type: none"> <li>• SID management</li> <li>• Unlocking gate at Wrockwardine Playing Fields</li> <li>• Inspecting Play Areas</li> <li>• Putting up Notices around Parish</li> <li>• Defibrillator checks &amp; maintenance</li> </ul>	<p>Clerk is currently writing these for consideration by the Human Resources Committee prior to approval by Full Council</p>	<p>9/7/21 – SID Management considered by HR Committee</p>
<p><b>Policies</b></p>	<p>Council has main ones in place but it is good practice to have the following:</p> <ul style="list-style-type: none"> <li>• Grant Application Policy (currently only have guidelines)</li> <li>• Training Policy</li> <li>• Volunteer Policy</li> <li>• Co-Option Policy</li> <li>• Play Ground Management Policy</li> <li>• Business Continuity Plan</li> <li>• Defibrillator Policy</li> <li>• Gifts &amp; Hospitality Policy</li> <li>• Privacy Policy</li> <li>• Protocol for Cllr/Employee Relationships</li> <li>• Homeworking Policy</li> <li>• Dealing with Vexatious, Abusive or Discriminatory Communications</li> </ul>	