



## **Coxhoe Parish Council Minutes: Meeting of the Human Resources Committee**

Date & Time: 12 January 2022 6.00pm

Venue: Coxhoe Village Hall

Councillors present:

K Lowes (Chair); A Harden and W Lavelle.

Also present: C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

### **H100 Chair of the Committee**

It was Resolved that Councillor Lowes would chair the Committee.

### **H101 To receive [meeting safety information](#), to agree the willingness to hold the meeting and to note the [Parish Council Public Participation Policy](#)**

It was **Resolved (1)** to note the safety measures and risk assessment and further **Resolved (2)** the agreement of Councillors present to hold this meeting while upholding the safety measures and controls implemented by the Clerk. It was further **Resolved (3)** to note the Public Participation Policy.

### **H102 To note apologies**

Apologies were received from Councillor K Simpson. It was **Resolved** the apologies were noted.

### **H103 Declarations of interest in items on the agenda** (state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, & the nature of the interest)

Councillor Lowes declared an interest as a close relative is employed in the Youth Service. It was **Resolved** the declaration of interest was noted.

### **H104 To confirm the [minutes of the meeting of the Human Resources, Grievance, Disciplinary and Complaints Committee held on 27 January 2021](#) and the [minutes of the extraordinary meeting of the Human Resources, Grievance, Disciplinary and Complaints Committee held on 8 March 2021](#)**

It was **Resolved** that the minutes of the Human Resources Committee Meeting held on 27 January 2021 and the minutes of the extraordinary meeting of the Human Resources, Grievance, Disciplinary and Complaints Committee held on 8 March 2021 be approved, confirmed and signed as an accurate record.

### **H105 Public Participation**

No public were present.

### **H106 Health and Safety**

The Clerk had sent a report which was discussed at the meeting.

a) Health and Safety update

It was **Resolved** the health and safety update was noted.

b) Note the Council's Covid-19 risk assessment with regards to staff health and safety

It was **Resolved** the Council's Covid-19 risk assessment was noted.

### **H107 Staff equipment and purchasing**

The following were **Resolved**:

- (1) the Committee authorises the purchase of two 24 inch monitors for office staff at a cost of £174 net each plus cables and delivery.
- (2) the Clerk to arrange identification badges, with photo, clear font and the website details, for all staff, once current recruitment has taken place.

### **H108 Equality Audit**

The following were **Resolved**:

- (1) to ask the Council to consider approving Councillors voluntarily completing an equality and diversity form, to publish anonymised information on the Council's website.
- (2) the Clerk to suggest more equality and diversity training for Councillors to County Durham Association of Local Councils.
- (3) the Clerk to advise staff that they may wish to add pronouns into email signatures and to investigate further ideas to promote equality and diversity.
- (4) the Clerk to find out about dementia friendly towns and bring information to the Council.
- (5) the Clerk to find out if there are any similar activities to resolution 4 for neurodiversity.
- (6) the Clerk to look for training for staff on equality and diversity.

### **H109 To consider a resolution that the following item is classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960; at this point of the agenda, if agreed, all members of the press and public would be asked to leave the meeting**

At this point of the agenda, it was **Resolved** that all members of the press and public were asked to leave the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

### **H110 Staffing update**

a) Staffing update

The Clerk had sent a report on staffing. It was **Resolved** the report was noted.

b) Staff wellbeing

The Clerk had sent an anonymised and collated report of results from a staff survey. The following were **Resolved**:

- (1) the report on the staff survey results was noted.
- (2) the Clerk to send out the survey again to staff and provide a report for the Committee.

### **H111 Clerk line management**

The following were **Resolved**:

- (1) Councillor Lowes will undertake the line management function for the Clerk and report back to the Committee.
- (2) the Clerk to provide her last appraisal.

### **H112 Date and time of next meeting:**

It was **Resolved** the next Human Resources Committee Meeting will be on Wednesday 13 April 2022 at 6.30pm.

The meeting closed at 7.10pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**