

**St Cleer Parish Council**

**Minutes of the Human Resources Meeting on 10<sup>th</sup> June, held virtually.**

Sue Harbord, Councillor	Chair of Council Vice Chair of HR Committee	In attendance
Jon Prinn	Chair of Estates	In Attendance
Tony Turton, Councillor	Appointed	In attendance
Brian Smith, Councillor	Chair of FGPC	In attendance
Andy Webb, Councillor	Chair HR Committee Vice Chair of Council	In attendance
Roni Jones		In attendance
Members of the Public		0

<b>Agenda item No.</b>	<b>Apologies for Absence</b>	
1	As above	
2	<b>Members declarations</b> <ul style="list-style-type: none"> <li>a. Disclosable pecuniary interests</li> <li>b. Non-registerable interests</li> <li>c. Declarations of gifts</li> <li>d. Applications for dispensations</li> </ul> None	
3	<b>Motion to Restrict the meeting due to the Agenda</b>  Under the Local Government Act 1972 ss 100 and 102 the meeting was proposed as restricted a its terms related to engagement and terms of service  Proposed by AW, seconded SH and carried	
4	<b>Minutes of Previous meeting</b> To receive and approve minutes of the last meeting(s)  The minutes of the 14 May 2020 were proposed as an accurate record by AW and seconded by SH and carried	
5	<b>DSE Assessment and action plan</b>  It was noted that the Parish had reviewed the DSA assessment and actions to manage the matters identified taken to Parish in June for attention.  Proposed by SH and seconded by BS and carried	
6	<b>Risk Assessment and Action Plan</b>  Councillors worked and developed the HR RA and the following action points were noted:	

	<ul style="list-style-type: none"> <li>• Development of a Critical Incident Review Policy</li> <li>• Procedure for replacement of the clerk at the end of tenure</li> </ul> <p>Proposed by AW, seconded TT and carried</p>	
7	<p><b>Anti Bullying and Harassment Policy</b>  <b>Dignity at work policy</b>  <b>Disciplinary Policy</b></p> <p>Following discussion the following motion was agreed to be put to Parish</p> <p><b>Proposed Motion:</b></p> <ol style="list-style-type: none"> <li>1. To adopt unchanged the NALC policies:       <ol style="list-style-type: none"> <li>I. Grievance</li> <li>II. Discipline</li> <li>III. Anti Bullying and Harassment</li> </ol> </li> <li>2. To adopt the HR Protocol which acts as a decision tree for the HR Group</li> <li>3. To note and endorse the fact that there is a risk assessment and action plan in place to mitigate any situation of bullying and harassment in St Cleer (More detail is prohibited by GDPR)</li> <li>4. To note and endorse the fact that given the risk assessment action has been taken by the HR committee under the Code of Conduct (2) (More detail is prohibited by GDPR)</li> <li>5. To note and endorse the fact that the HR committee has advised an individual (More detail is prohibited by GDPR) that they will only respond to allegations from them from this date that are:       <ol style="list-style-type: none"> <li>I. Properly researched</li> <li>II. Evidenced</li> <li>III. Accurate and devoid of subjective opinion</li> <li>IV. Co-signed by at least one other Councillor</li> </ol> </li> </ol> <hr/> <p>Proposed by AW, seconded BS and carried</p>	