

**Minutes of the HR Committee Meeting, held on  
Monday 26th April 2021, 7.30PM via MS Teams**

**Present:** CllrsNigel Cox (NC), Jenni Ferrans (JF), Glen Dersley (GD), Lou Fisher (LF)

**Attending:** Abi Bassett (Clerk)

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| HR10/2020 | **Decision required: Election of Chair:** The Committee RESOLVED to appoint Jenni Ferrans as Chair |
| HR11/2020 | **Apologies: There were no apologies** |
| HR12/2020 | **Declarations of Interests:** Members to declare any disclosable pecuniary interests or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered. **There were no declarations of interests.** |
| HR13/2020 | **Decision Required: Minutes of previous meeting.** To receive and accept as a true and correct record the minutes of the HR Committee meeting held on Monday 1st March 2021. **Accepted & Agreed** |
| HR14/2020 | **Decision Required: Policy review** To agree to recommend the following policies for approval at the Annual Meeting of Council in May   1. Revised Terms of Reference for HR Committee. **Amended and agreed. Recommend to Full Council** 2. IT Acceptable Use Policy. **Agreed to recommend to Council.** 3. Dignity at Work Policy. **Agreed to recommend to Council.** 4. Health & Safety Policy. **Agreed to recommend to Council.** |
| HR15/2020 | **Decision required: HR Advice** Recommendation for terms and budget for invitations to quote for HR advice to go to the next Parish Council meeting. Report and specification agreed. Agreed to recommend to Full Council. |
| HR16/2020 | **Update on actions from the last HR Committee meeting** Clerk Work Log: Committee to provide desired format and level of detail for the Clerk to implement. Payroll: LF to let the Clerk know of her availability for a meeting Clerk Appraisal: A fresh appraisal of the Clerk’s performance is to take place after the elections, conducted by the Chair of the Council and Chair of the HR Committee. |

**Date of next meeting: TBC**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**