

Compton Parish Council

Minutes of the Personnel Committee Meeting Held on Monday 15th June 2020 at 7:30pm online using Zoom

Committee members present: Councillors Ian Tong (Chair), David Aldis and Mark Birtwistle.
Committee members not present: None.

In attendance: Sarah Marshman (Clerk).

- PER20/21-001** **To consider the election of Chairman of the Committee for 2020/21**
It was resolved to elect Ian Tong as Chairman of the Personnel Committee for 2020/21.
- PER20/21-002** **To receive apologies for absence from members of the Personnel Committee**
There were none.
- PER20/21-003** **To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**
There were none.
- PER20/21-004** **To receive:**
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest
There were none.
- PER20/21-005** **To approve the minutes of the Personnel Committee Meeting held on 11th November 2019**
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- PER20/21-006** **To discuss any matters arising from the minutes of the Personnel Committee Meeting on 11th November 2019**
There were none.
- PER20/21-007** **To review the following policies:**
- a) Health and Safety Policy**
Various revisions were suggested for the Health and Safety Policy. These revisions will be included, and the revised policy will be considered for adoption at the next meeting.
 - b) Equality Policy**
It was resolved to continue with the current Equality Policy.
 - c) Home Working Policy**
Clause 3.1 will be altered to read as:
“The Clerk will purchase any small items of equipment and consumables, such as stationery and stamps using the Council corporate card. The cost of these will be reported on the Finance Report at the next Full Council meeting.”
It was resolved to adopt this revision.

d) Lone Working Policy

Clause 6.1 will be altered to read:

“When working alone always carry a mobile phone and ensure it is charged appropriately.”

The clause reading as below will be removed:

“Carry a personal alarm if visiting isolated locations.”

It was resolved to adopt these revisions to the policy.

e) Pension Employer Policy Statement

The policy statement regarding Regulation 9(1) and (3) will be revised to read:

“Resolved to review the rates issued for the year by the Berkshire Pension Fund and to reaffirm in the first meeting of the Personnel Committee after 1st April each year.”

It was resolved to adopt this revision to the policy.

PER20/21-008

To consider adopting the following policies:

a) Dignity at Work/Bullying and Harassment Policy

It was resolved to adopt the Dignity at Work/Bullying and Harassment Policy

b) Grievance Procedure

Various revisions were suggested for the Grievance Procedure. The revised policy will be considered for adoption at the next meeting.

c) Member/Officer Protocol

It was resolved to adopt the Member/Officer Protocol.

d) Volunteer Policy

Various revisions were suggested for the Volunteer Policy. The revised policy will be considered for adoption at the next meeting.

Recommendation: Full Council should adopt a Safeguarding Policy and assign a Member to act as Safeguarding Officer.

PER20/21-009

To review working practices during Covid-19

The current working practices were discussed.

Meeting closed 8:41pm.

Chairman:

Date: