

Hope Community Council

Minutes of the Virtual (Zoom) Personnel (Advisory) Committee Meeting held on Thursday 13th January 2022.

Present by Video: Councillors Mrs C Olsen (Chairman), Mrs M Williams, Mrs C Sheibani, Mrs J Hilton, Mr D Roberts and Mrs C Cunnah

Also Present: Mrs S Hughes Clerk and Responsible Financial Officer

226. Apologies for Absence

Apologies were received from Cllr L Davies.

227. Declarations of Interest

There were no Declarations of Interest received.

228. To receive and consider new employment policies:

- i. Health & Safety Policy
- ii. Disciplinary Policy
- iii. Grievance Policy
- iv. Equality, Diversity and Inclusion Policy

All the above policies were considered and reviewed. Within the amendments of the Grievance Policy it was proposed to seek delegated powers from the Council in relation to the Appeal Process.

RESOLVED: the amendments will be made and updated copies shared with the committee ahead of submitting the policies to the council at the AGM. A proposal will also be submitted at the AGM to include delegated powers within the Personnel (Advisory) Committee Terms of Reference specifically for the Grievance Procedure Appeals process.

229. Clerk's Annual Appraisal

RESOLVED: Cllr Olsen (Chairman) and Cllr Hilton will undertake the Clerk's Annual Appraisal during the month of February and a date will be co-ordinated.

The meeting of the Committee began at 6.30pm and ended at 7.05pm.

Chairman: 2nd February 2022