



HORNDDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE
HALL ON MONDAY 16TH MARCH 2020 AT 6:30PM

PRESENT:

Cllr R Veitch (Chairman), Cllr Mrs L Evans, Cllr Mrs E Tickell

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Sarah Guy, Operations Officer (Minute Taker).

PUBLIC

ATTENDANCE: There were no members of the public or press present.

SC030 19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Mrs I Weeks.

SC031 19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC03219/20 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 03 FEBRUARY 2020**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 3rd February 2020 be duly signed as a true record of the meeting.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell. All agreed.

SC033 19/20 **TO RECEIVE A REPORT AND CONSIDER THE DRAFT FLEXIBLE WORKING POLICY**

The Flexible Working Policy was circulated and a discussion took place.

The following amendments were proposed

- Introduction, 1st para: change the word 'agreeing to' to 'considering'.
- Meetings regarding flexible working, last para: change 'agreement to' and replace with the wording 'decision regarding'.

It was **RESOLVED** that the proposed amendments be made and the Policy be agreed at the next scheduled Council meeting.

SC034 19/20

TO RECEIVE A REPORT AND CONSIDER THE REVISED DISCIPLINARY AND GRIEVANCE PROCEDURE POLICIES

The revised Disciplinary and Grievance Procedure Policies were circulated.

The Chief Officer informed members that the Policies had previously been before the Staff Committee, with previous amendments having been made. She said that she had amalgamated the HPC, HALC and NALC Policies.

A discussion took place and It was **RESOLVED** that the Disciplinary and Grievance Procedure Policy be forwarded to HALC for review. All Agreed.

This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch.

SC035 19/20

TO RECEIVE AND CONSIDER THE IMPLEMENTATION OF A TRAINING AGREEMENT

A draft Training Agreement was circulated and a short discussion took place. It was suggested that HPC should distinguish between training the Council wish employees to undertake and training requested by the employer.

The following amendment was proposed.

- Para 4: remove all wording, apart from the first sentence- 'The employee is permitted to be absent from work to attend the training sessions'.

It was **RESOLVED** that the proposed changes be made and the agreement be reviewed and approved by Council at the next scheduled meeting.

SC036 19/20

TO AGREE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED

Members were excluded.

Public meeting closed at 7:05pm.

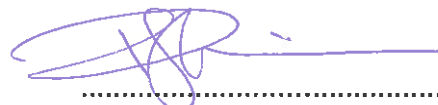
SC037 19/20

TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 3rd FEBRUARY 2020

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 03 February 2020 be duly signed as a true record of the meeting.

All agreed.

The meeting closed at 7:10pm



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Chairman

3/2/2021
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Dated