**LOCKING PARISH COUNCIL**

**The Parish Hall, Grenville Avenue, Locking BS24 8AR**

**Telephone: 01934 820786 Email: clerk@lockingparishcouncil.co.uk**

**Minutes of a Meeting of Locking Parish Council’ Human Resources Committee held on Wednesday 27 January 2021 at pm via Zoom**

Meeting opened: 7.00pm Meeting closed: 8.58pm

**Present:** Councillors: W Ashdown (Chairman), C Prosser (Vice Chairman) W Bearsby, P Jones, J Keate (ex officio), J Roberts

**Also, in attendance:** The Clerk

**MATTERS FOR DECISION**

**HR10 To elect a Vice Chairman**

 **RESOLVED that Cllr Prosser be elected**

**HR11 To receive Apologies for absence and to approve reasons where appropriate – None**

**HR12 To receive Declarations of Interest by PCllrs and to consider any written applications for**

 **dispensations: None**

**PUBLIC PARTICIPATION**

**HR13 To receive and hear any person who wishes to address the Committee: None received**

**MATTERS FOR DECISION**

**HR14 To receive and confirm the Minutes of the Committee meeting held on 9 December 2020.**

**RESOLVED:** That the Minutes of the Committee meeting held on 09/12/2020 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman

**HR15 Terms of Reference –** Members to go through TOR’s to set priorities for future Agenda items Min

 Ref HR08)

 **AGREED** that the priorities for the Committee to work on initially are:

1. Performance Management – **AGREED** to set up working group – members the Chairman and

 Cllr Roberts

1. Training – **AGREED** to set up working group – members Cllr Prosser, Roberts and Jones.
2. The Clerk had produced a draft Training Requirement Self Assessment form for staff and Cllrs

 **AGREED** that this be sent to all Cllrs for their input into the content of the form.

d) The Clerk was requested to produce a schedule of meetings dates for full council/committees so

 that the committee can schedule in dates for meetings

**HR16 Agenda items for next meeting:**

* Co-option Policy, Application Form, Questions for Candidates
* Induction process for new Cllrs and Staff

 **PART 11**

**Exclusion of press and public**.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

**HR17 Admin Assistant –** to discuss and agree:

a) Job role/description

 b) Person Specification

 c) Contract of Employment

 Although the Clerk had produced draft documents for the above it was **AGREED** that a working group

 be formed which consisted of all members to go through the documents above as well as job advert,

 protocol for applications/interviews etc., this was to take place via Zoom on 8 February 2021 at 2pm.

 It was also **AGREED** that a HRC meeting be called for 18 February at 7pm to receive and agree the

 Admin Assistant employment process.

**There being no further business the meeting Chairman closed the meeting at 8.58pm.**

 Signed (Chairman)...........................................

 Date.................................................................

**The next meeting of Locking Parish Council will be at 19:00pm held via Zoom on Thursday 18 January 2021**