

MINUTES OF HR COMMITTEE MEETING

held in Brockworth Community Centre on **Thursday 8th August 2019 at 5.00 p.m.**

1. Attendance recorded as; **Cllrs. Chris Evans, Charlotte Parry (Chair), Ruth Hatton, Debbie Harwood, Carole Neal, Sara Stevens, Louise Gerrard and Meeting administrator**
2. **Apologies received from Councillors' Wayne Stevens and Scott McNeill**
3. **Chair advised on confidentiality of matters discussed at the meeting.**
4. There were no Declarations of interests for matters on the agenda
5. Meeting was suspended for 15minutes to receive confidential report distributed to Councillors at the meeting
6. **Chair of Committee advised that due to confidential and sensitive information the exclusion of the press and public under Standing Order 10A –x1 was necessary and Committee agreed to go into closed session.**
7. Meeting re-convened to discuss the confidential report.
8. Committee approved the recommendations of the report
 - a. Provision of one mobile phone for staff- to be confirmed if now arranged
 - b. Holiday Hours (booked and available) to be provided to Chair or Vice Chair of Council/ HR Committee
 - c. Council hand book was referred to regarding holiday leave.
 - d. It was agreed that Staff appraisals will take place in October 2019 including contract reviews and to review previous appraisals. Appraisals to be conducted by Chair of Council and Vice Chair of Council.
 - e. It was agreed that Bradford factors to be used in appraisal process – in order to support Wellbeing of staff.
9. Committed deferred meetings between the Chairman of the Full Council /Chairman of HR to with individual employees
10. Committee noted that Chair of HR has received all employees job descriptions (except for Grant funding officer) for review –
11. Committee will have further discussions of way forward on receipt of report from R Balgobin

Date of next meeting Thursday 19th September 6.30pm

Meeting closed at 18.31pm