

**Minutes of a Meeting of the Human Resources Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 1 March 2022**

Present: Cllrs R Dean (Chair), Francis and A Dean

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

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Public Session

11 Apologies for Absence

11.1 Apologies had been received and were accepted from Cllrs Parker-Jones and Tidridge.

12 To adopt as a true record, and sign, the Minutes of the Human Resources Committee meeting held on 26 October 2021

12.1 The Minutes of the above meeting had been circulated prior to the meeting.

12.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** that the minutes of the Human Resources Committee meeting held on 26 October 2021 be adopted as a true record.

13 Declarations of Interest and Requests for Dispensations

13.1 None declared or requested.

14 To discuss, amend and adopt the Safeguarding Policy

14.1 The Safeguarding policy had been circulated with the papers for the meeting.

14.2 After discussion, the Committee agreed to add a clause to section 6 to the effect that Council staff should “be aware of any risk assessments and ensure that they are applied appropriately if required”. Additionally, a clause will be added to section 2 stating that “wherever possible Council staff should not be alone with children or a vulnerable adult”.

14.3 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** that the Safeguarding Policy, as amended in 14.2, be adopted.

15 Date, time, place and agenda items for next meeting

15.1 The next meeting of the Human Resources Committee will take place at 7:30pm on Tuesday 28th June with the location to be announced at a later date.

16 Motion for Confidential Business

16.1 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

17 Staff appraisal and salary recommendations

17.1 The Committee asked the Clerk to leave the meeting to allow discussion of targets and his pay review to take place.

The Clerk left the room at this point.

17.2 The responses from Cllrs to the Chair's request for positive and negative feedback on the work of the Clerk during the period being appraised were discussed, along with potential targets resulting from those comments and whether to recommend the annual salary increment. Once the discussion had finished, the Clerk was invited to return to the meeting.

17.3 The Committee and Clerk discussed the targets to be set for the year and agreed them.

17.4 Proposed Cllr R Dean, Seconded Cllr A Dean, **RECOMMENDED** that the Council approve the Clerk's incremental scale point rise, effective from 1st April 2022.

There being no further business, the Chair closed the meeting at 9:15pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____