

**Minutes of a Meeting of the Human Resources Committee
held at Bishopstoke Methodist Church
commencing at 7:00pm on 25 October 2022**

Present: Cllrs R Dean (Chair), A Dean, Hillier-Wheal and Tidridge

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

8 Apologies for Absence

8.1 All Committee members were present.

9 To adopt as a true record, and sign, the Minutes of the Human Resources Committee meeting held on 4 July 2022

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

9.2 Cllr Tidridge stated that she believed for future appointments the Council should ask HALC to be involved as for the recent Assets Officer role some of the candidates had prior relationships with either the Clerk or members of the initial interview panel and that two members of the interview panel were restricted from taking part because of this. Cllr Tidridge stated this is something that had been covered in Cllr training as it is something that can often occur with Parish or Town Council appointments.

Clerk's note – in fact, the original interview panel consisted of Cllr R Dean (Chair of the Council), Cllr Tidridge (Chair of the Assets Committee) and the Clerk. Only Cllr Tidridge withdrew due to a relationship with one of the candidates, Cllr Dean withdrew as he could not guarantee being available at the time of interviews. They were replaced with Cllrs Francis (Vice Chair of the Assets Committee) and D McKeone (Assets Committee Member). Cllr Tidridge is correct to state that candidates for Parish and Town Council positions are often known to members of the interview panel and accepted practice is for each panel member to consider whether the relationship is such that there is a need to withdraw. It is not common practice to invite an outside body to conduct the interviews.

9.3 Cllr Tidridge further stated that she was “not completely convinced that every interviewer was completely aware of the closeness between the Clerk and that candidate” (the successful one).

At this point (7:02pm) the Clerk left the meeting, followed by the Chair and the meeting was paused.

The Chair and Clerk re-entered (at 7:10pm) and the meeting resumed.

9.4 Proposed Cllr R Dean, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the minutes of the Human Resources Committee meeting held on 4 July 2022 be adopted as a true record.

10 Declarations of Interest and Requests for Dispensations

10.1 None declared or requested.

11 To receive an update on staff appraisals

11.1 The update had been circulated with the papers for the meeting and was noted.

12 To discuss, amend if necessary, and adopt the Vexatious Complaints policy

12.1 The Vexatious Complaints policy had been included with the papers for the meeting.

12.2 Proposed Cllr A Dean, Seconded Cllr R Dean, **RESOLVED** unanimously that the Vexatious Complaints Policy be adopted.

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

13.1 The next meeting of the Human Resources Committee is expected take place at 7:30pm on Tuesday 28th February 2023 at the Bishopstoke Methodist Church. These details are subject to change.

There being no further business, the Chair closed the meeting at 7:15pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____