



NON CONFIDENTIAL MINUTES of the HR Committee of Plaistow and Ifold Parish Council held on 9th April 2024 20.00 Winterton Hall Plaistow.

Present Cllr. Andrew Woolf (Chair of the HR Committee); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Sarah Denyer and Jane Bromley (Clerk & RFO).

HR/24/01 Apologies: None.

HR/24/02 Disclosure of Interests: None.

HR/24/03 Minutes: RESOLVED to APPROVE the MINUTES and Confidential minutes of 12th December 2023, which will be signed by the Chair of the meeting via Secured Signing, in accordance with Standing Order 12(g) as a true record. The signed minutes will be available on the Parish Council's [website](#).

HR/24/04 Employment Policy documents: The HR Committee **RESOLVED** to recommend to the Parish Council the adoption of the following draft Policies as drafted at the Meeting on Wednesday 8th May 2024.

1. Staff Recruitment and 1.1 Equal Opportunities Policy
2. Staff Grievance Policy
3. Staff Disciplinary Policy
4. Staff Sickness and Absence Policy.

HR/24/05 Exclusion of Press and Public

The HR Committee **RESOLVED** to exclude the press and public from the meeting due to the nature of the items to be discussed pertaining to Staff Matters.

HR/24/06 Clerk Performance Review following 13-week probationary period.

RESOLVED: - To recommend to the Council that the Clerk's performance review was satisfactory to continue to a permanent employment contract with the Parish Council.

HR/24/07 Meeting reconvened.

HR/24/08 Date of next meeting. To be advised as required.

The meeting closed at 21.00.