<u>Minutes of Cherry Willingham Parish Council's Employment Committee.</u>
<u>Held Virtually on Tuesday 26th January 2021 at l0am.</u>

Present: Cllr Palmer (Chairman) Cllr Bucke, Cllr Mellor, Cllr Scott and Cllr Brylewski,
Gill Shaw (Parish Clerk)
No Members of the Public were in Attendance

l. Apologies, including to accept them and the reasons for absence, where given
 Cllr Fleetwood sent apologises
2. Councillors declarations of interest gifts and hospitality
None
3. **To receive the notes of the Employment Committee meeting held on 9th November 2020 and agree for them to be signed as a true record**.
It was **RESOLVED** to accept the minutes from the last meeting as a true record
4. To consider whether to adopt the following policies and if so agree amendments
> a. Managing stress in the workplace
> b. Capability Procedure
> c. Data protection policy and procedure
> d. Sickness absence policy
> e. Recruitment and selection
> f. Equal opportunities policy statement and procedure
> g. Protocol on councillor/officer relationships

Amendments to the policies were discussed but it was agreed that the amendments should be incorporated and brought back to the next meeting for approval..
ACTION: The agreed amendments to be incorporated and the revised policies to be brought to the next meeting for perusal and acceptance - Cllr Palmer
4. **TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS)AT 190 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS:**

> i.   To resolve on whether or not to create a new litter picking/street maintenance/Warden post
> ii. To discuss the Clerks CILCA training and resolve any required actions to be taken
> iii. To discuss the Clerks and RFO additional hours and agree any action required
> iv. To receive an update on any other staff employment matters and resolve any required action to be taken

It was unanimously **RESOLVED** to move into Closed Session
Please see the Pink Notes for further details

Signed……………………………..   **Dated**……………………