



**NON CONFIDENTIAL MINUTES of the HR Committee of Plaistow and Ifold Parish Council held on 9<sup>th</sup> 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 12<sup>th</sup> 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 8<sup>th</sup> 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.**