

Minutes of the HR Committee of Kegworth Parish Council Meeting held on Monday 1 August 2022 at 6.30pm, at the Parish Council Offices, 1 London Road, Kegworth **Draft**

Present: Cllrs Gatt, Williams (Chair), Sewell, also Clerk D Griggs.

13/22 Apologies for Absence: Apologies received from Cllr Sutton, reasons given and accepted.

14/22 Declarations of Interest in Items on the Agenda: None declared.

15/22 Review of the Council's Policies for Equality & Diversity, Professional Development, and Dignity at Work – Anti-bullying & Harassment: After making minor changes to the draft policies, it was resolved to adopt them. Proposed by Cllr Gatt, seconded by Cllr Sewell, unanimously agreed.

16/22 Agree Actions Following LRALC Employment Training: The Chair confirmed that she had followed up on actions from the recent training. She confirmed that Right to Work evidence was held on all staff personnel files, manual handling and working at height training was being arranged, the lone working policy and risk assessment had been completed, and the Clerk was aware of the process for requesting annual leave or medical leave.

17/22 Exclusion of Press & Public: It was resolved that, in view of the confidential nature of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1.

18/22 Feedback on the Clerk's Mid-Year Appraisal: Cllr Williams gave feedback on the Clerk's mid-year appraisal to councillors.

19/22 Consider Leave of Absence Requests from the Clerk: Leave of absence requests were approved.

The meeting closed at 7 pm.