



**COLWICH PARISH COUNCIL**

**MINUTES OF THE EMPLOYMENT COMMITTEE ON THURSDAY 18<sup>TH</sup> APRIL 2024 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 8:25PM.**

**PRESENT** (For all or part of the meeting): Cllr Bloor (Chairman); Cllr Walters and Cllr Plant (Deputising for Cllr Birt).

**IN ATTENDANCE:** Revd Mr Lennon (Chief Officer).

**PUBLIC PARTICIPATION:** No members of the public were in attendance.

**MINUTES**

**1/24EM** There were no **APOLOGIES**.

*Note: A telephone apology from Cllr Birt (poorly) was missed on the night and will be added to the next Full Council meeting for consideration.*

**2/24EM** There were no **DECLARATIONS OF INTEREST**.

**3/24EM** There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

**4/24EM** **THE MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 19<sup>TH</sup> OCTOBER 2023.**

There were insufficient Cllrs present who had also been present at the 19<sup>th</sup> October 2023 meeting. Consideration of the minutes will be added to the next Full Council meeting.

**5/24EM** **THE CORPORATE RISK ASSESSMENT, SUMMER FETE 2024 AND CHRISTMAS LIGHTS 2024 RISK ASSESSMENTS.**

**RESOLVED** to agree the risk assessments.

**PROPOSED** Cllr Plant **SECONDED** Cllr Walters  
On being put to the vote, the resolution carried unanimously.

**6/24EM** **PROGRAMME FOR REVISING THE VARIOUS POLICIES.**

**RESOLVED** to recommend to Full Council that policies PD108 (Gifts & Hospitality); PD112 (Protocol); PD113 (whistleblower) and PD122 (Dignity & Respect) be moved to the PD000 series.

**RESOLVED** to recommend to Full Council that the PD100 series policies be renumbered.

**SIGNED AS A TRUE AND ACCURATE RECORD.....**

**DATE.....**

**RESOLVED** to recommend to Full Council that the H&S and Employment Handbook policies be revised as below:

APRIL

H&S Policy Statement; DSE; Manual Handling; Lone Working.

JUNE

Annual Leave; Equal Ops; Equal Pay; Sickness; T&S; Staff Appraisal; Capability.

OCTOBER

Dependents; Flexi Working; Parental Leave; Paternity Leave; Adoption Leave; Maternity Leave; Menopause; Bereavement.

JANUARY

Drugs; Bullying; Disciplinary; Grievance; Legislation.

**PROPOSED** Cllr Plant **SECONDED** Cllr Walters.  
On being put to the vote, the Resolution carried unanimously.

**7/24EM** **DATE OF NEXT MEETING** to be confirmed.

Meeting closed at 9:27pm

**SIGNED AS A TRUE AND ACCURATE RECORD.....**

**DATE.....**