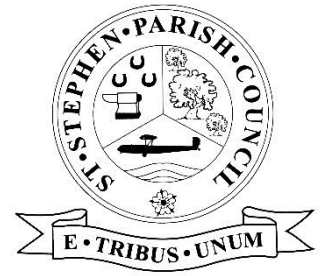


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL : MRS JULIET PIENAAR  
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## Minutes of the HR Committee meeting

held on **Tuesday 25<sup>th</sup> September 2018** at **2pm**

Venue: **The Cricket Room, Greenwood Park, Tippendell Lane, Chiswell Green, AL2 3HW**

### Present

*Cllr Dorothy Kerry (Chair)*  
*Cllr John Bell*

*Cllr Bill Pryce*  
*Cllr Nicholas Tyndale*  
*Cllr Eileen Whittaker*

### Also present:

Isabel Crozier, Assistant Clerk  
Clive Payne, Locum Manager

***Under the Terms of Reference of this committee the public and accredited representatives of the press are excluded, in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1982. This is due to the confidential nature of the business to be discussed.***

1819/HR/024 To receive and accept apologies for absence  
Apologies for absence were received from Cllr Karen Hurford

1819/HR/025 Declarations of interest and dispensations

- a. To receive declarations of interest from councillors on items on the agenda  
None
- b. To receive written requests for dispensations for declarable interests  
None
- c. To grant any requests for dispensation as appropriate  
None

1819/HR/026 To approve the minutes of the meeting held on 5<sup>th</sup> July 2018  
**APPROVED:** Proposed Cllr Bell, seconded Cllr Whittaker, unanimous.

1819/HR/027 To consider management of staff

The Locum Manager issued a confidential report dated 18 September 2018 with a number of recommendations

- a) Committee noted the background and process followed to date in respect of the Clerk's sickness absence
- b) Committee noted the recommendation of the Occupational Health Physician  
**RESOLVED** proposed Cllr Kerry, seconded Cllr Tyndale unanimous, that the clerk be retired on the grounds of ill-health, working to the end date of 30<sup>th</sup> September 2018
- c) **RESOLVED** proposed Cllr Bell, seconded Cllr Pryce, unanimous, that recommendation (c) in confidential report dated 18 September 2018 be actioned.
- d) **RESOLVED** proposed Cllr Kerry, seconded Cllr Bell, unanimous, that recommendation (d) in confidential report dated 18 September 2018 be actioned, details listed in confidential meeting notes.
- e) **RESOLVED** proposed Cllr Tyndale, seconded Cllr Pryce, unanimous, that recommendation (e) in confidential report dated 18 September 2018 be actioned.

Meeting closed 3.22pm

Chairman

Date