

**THE IVERS PARISH COUNCIL**

**MINUTES OF A MEETING OF THE HR SUB COMMITTEE HELD ON  
7<sup>TH</sup> AUGUST 2020 at 2.00PM VIA ZOOM CALL**

**Present:** Councillors Wendy Matthews (Chairman), Ann Mayling, Chris Jordan, Carol Gibson, and Julie Cook

In attendance: Stephanie Bennett (Clerk).

**HR.001/20 APOLOGIES FOR ABSENCE**

Karanveer Bembey, Jyoti Kaushal, Chris Woolley

**HR.002/20 DECLARATIONS OF INTEREST**

None were received.

**HR.003/20 MINUTES**

RESOLVED that

The minutes of the meeting held on the 26 February, 2020 be agreed and were signed by the Chairman

**HR.004/20 EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED that

the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

**HR.005/20 PROCESSES FOR REPORTING OF DEFECTS, AND RISK MANAGEMENT**

The Clerk reported on the issues that have been identified and the outcome of the informal investigation.

RESOLVED that

- a. A recommendation is made to all Committees that as an urgent action a defect reporting system is introduced that is auditable through to the rectification of the defect;
- b. A recommendation is made to all Committees that, as an urgent action, risk assessments are developed for the open spaces, buildings and operations with accompanying inspection reports introduced that audit the general features of the area and identify particular known

- hazards and control measures;
- c. That an independent external investigator be appointed to undertake a formal investigation into staff responsibilities and required actions with regard to:
  - i. Risk assessments
  - ii. Inspection reports
  - iii. Defect and hazard reports
  - iv. Health and safety considerations with regard to the Grounds Team work
    - The work to tackle non-invasive species
    - The annual work schedule
    - Push/pull testing of memorials

**HR.006/20 INVESTIGATION**

The Clerk reported on the commencement of an investigation.

RESOLVED that

The findings of the Clerk to be further investigated by the independent external investigator

The Clerk left the meeting.

**HR.007/20 APPOINTMENT OF THE CLERK TO THE COUNCIL**

The Chairman reported on the appointment of the Clerk.

RESOLVED that

The Clerk's contract of employment to include recognition of continuity of service and that the probation period would be reduced to 6 months

The meeting closed at 3.15pm

Signed ..... Chairman

Date .....