

**Barrowford Parish Council**  
**Minutes of a meeting of the Human Resources Committee**  
**Held at the Council Offices, 55 Gisburn Road Barrowford**  
**On Wednesday, the 26<sup>th</sup> August 2009**

**Present**

Cllr. M. Simpson – Chairman in the Chair

|             |         |           |              |
|-------------|---------|-----------|--------------|
| Councillors |         |           |              |
| J. Begley   | J. Pope | R. Oliver | A. Vickerman |

1. **Declarations of Interest:** None
2. **Apologies for absence:** None
3. **NALC/SLCC Guide to Good Employment Practice in Local Councils:** This document having previously circulated the Committee.  
**It was Resolved:** To add this document to the Agenda of the Full Council for adoption as part of the administrative procedures of the council.
4. **Protocol for Hearings by a Staff Disciplinary and Grievance Committee:** A specimen protocol having previously been circulated, the Clerk informed the Committee that he was still investigating the implications of the Employment Act 2008 which came into force in April 2009.  
**It was Resolved:** To recommend adoption of the draft protocol to the Full Council.
5. **Protocol for Hearings by a Staff Appeals Committee:** A specimen protocol having previously been circulated.  
**It was Resolved:** To recommend adoption of the draft protocol to the Full Council.
6. **Urgent Matters:** The Chairman reported that a complaint had been received regarding a member of staff and that a meeting would be necessary to discuss the matter.  
**It was Resolved:** That copies of the complaint and the employee's response be circulated to the members of the Committee and preliminary meeting be held following the GP Meeting on the 2<sup>nd</sup> September 2009 to further discuss the matter. ***As this is a possible disciplinary matter all information relating to this case is confidential and should not be discussed with other members of the Council or members of the public or press as this may prejudice any possible future appeals hearing.***
7. **Time and Place of Next Meeting: Wednesday 2<sup>nd</sup> September 2009 at The Council Office 55 Gisburn Road Immediately following the GP Meeting.**

**Approved as a Correct Record.....Chairman.**