

Batheaston Parish Council – HR Committee Meeting 2nd May 2024
Policy Status and Plan

Introduction

This document sets out the current position regarding HR Policies, with the future work plan.

Policies in Place

1. Policies and procedures; adoption of policies covering:
 - a. Grievance Policy – December 2022
 - b. Disciplinary Procedures – December 2022
 - c. Data Protection – September 2022
 - d. Annual Leave Policy – December 2022
Note that the Policy does not set out Procedures for Annual Leave (how to request, cancel leave, etc). A draft is to be presented to this meeting.

2. The following are presented at this meeting:
 - a. Review and Appraisal Policy

3. The following are outstanding, to be developed and approved in the following order:
 - a. Expenses Policy
 - b. Procedures for payment of overtime and out-of-hours working
 - c. Sickness Absence Policy
 - d. Health and Safety Policy, including Lone Working
 - e. Equal Opportunity Policy
 - f. Whistle-blowing Policy

4. Note that risk assessments for staff activities are to be taken forward initially by the Finance Committee.

Richard Maccabee, Parish Clerk

30th April 2024