



Coxhoe Parish Council  
Coxhoe Village Hall  
Front Street East  
Coxhoe  
Durham  
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## 8 October 2020

The Press and Public are very welcome to attend this meeting.

Please note: due to the current Government measures for Covid-19, the Parish Council will meet virtually via Zoom. If any members of the press or public wish to attend to make a statement or raise a question, the meeting can be accessed by downloading Zoom and using this link: <https://us02web.zoom.us/j/81046834252?pwd=bGVHY2Fqc3EvL2xxelkyK0RNL2tqZz09> or by dialling +44 203 481 5240 (charges should be checked before using). The Meeting ID is 810 4683 4252 and the Passcode is 958138.

### **To Members of the Parish Council's Human Resources, Disciplinary, Grievance and Complaints Committee: Councillors D Brown, Hedley, Lavelle, Lowes, Simpson, Slater**

You are hereby summonsed to attend the Meeting of the above Committee via Zoom on **Wednesday 14 October 2020 at 6.00pm** for the purpose of transacting the following business:

C Llewelyn  
Claire G Llewelyn  
Clerk to the Council

## Agenda

**1 Zoom meeting information and [Parish Council Public Participation Policy](#)**

**2 To note apologies**

**3 Declarations of interest in items on the agenda**

**4 To confirm the minutes of the meeting of this Committee held on 16 July 2020 (to be countersigned by the Clerk and to be signed by the Chair when possible)**

**5 Public Participation**

**6 Health and Safety** (report enclosed)

- a) Staff welfare
- b) Note the Council's Covid-19 risk assessment with regards to staff health and safety

**7 Approval of Parish Council Policies** (enclosed)

- a) Disclosure and Barring Service Policy
- b) Computer and Equipment Use Policy
- c) Flexible Working Policy

**8 Equality Audit** (enclosed)

The following items are classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point of the agenda all members of the press and public will be asked to leave the meeting.

**9 Staffing update and staff terms and conditions** (enclosed)

- a) Update on staffing levels
- b) Staff terms and conditions

**10 Clerk appraisal and line management**

- a) Appraisal
- b) Line management

**11 Date and time of next meeting: Wednesday 13 January 2021, 6.00pm**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity.