

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 6:20pm ON THURSDAY 20TH JUNE 2019

MINUTES

Present: Councillors: Kind, Harness, Green & Knight
 Deputy Clerk: Pape

196. **DECLARATIONS OF INTEREST**

There were no declarations made

PART 2: Private Session

197. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Resolved: That the public be excluded from the meeting for the following item(s) of business pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, as the matters were staff personnel issues.

198. **To elect a chair for the coming year**

Resolved: The Committee unanimously agreed that Cllr Kind be elected as Chair

199. **To agree a way forward regarding office staffing**

199.1 Cllrs Kind and Harness informed the Committee that both the Clerk and Deputy Clerk are employed full time and listed the office opening hours. A worksheet analysis had been undertaken which confirmed the periods that the office is at its busiest. The Committee discussed that excess hours were accrued when the Clerk and Deputy Clerk attended evening meetings. Cllr Kind proposed that when the Clerk/Deputy Clerk would be attending an evening meeting, they should work until 3pm when the office closes, then take a break and return at around 6pm - there was not a requirement for the office to be manned between those hours. Cllr Harness informed the Committee that if excess hours had been accrued, these could be taken on a Friday afternoon when the office closes at 12pm

199.2 Cllr Green expressed her concerns around lone working for the Clerk and Deputy Clerk and the Committee agreed to discuss this issue again at the next Personnel Meeting on Thursday 18th July

Resolved: Lone working to be discussed at Personnel Meeting Thursday 18th July

200. **To update on the contractual issues raised by the Council Staff**

200.1 Cllr Kind informed the Committee that the contracts had been drawn up by Solicitors in line with current legislation. Cllr Harness informed the Committee of the areas of the contract that the Clerk had raised concerns over. Cllrs Kind and Harness informed the Committee that the Clerk and Deputy had confirmed that they are now happy to sign the contracts

Resolved: Clerk and Deputy Clerk to sign the contracts

200.2 Cllr Harness provided the Committee with a copy of the job description of the Clerk and Deputy Clerk and a copy of the Personnel Committee Terms of Reference. Cllr Harness explained the Deputy Clerk needed to be fully trained to undertake the role of the Clerk in the absence of the Clerk. Cllr Green enquired if the Parish Council would pay for required training – Cllr Harness informed the Committee that the Parish Council had paid for the Deputy Clerk to obtain a computer qualification which had benefited both the Deputy Clerk and the Parish Office. Cllr Kind suggested that additional training be arranged for both the Clerk and Deputy Clerk as required.

201. **To discuss format for Personnel Issues**

201.1 Cllr Kind advised the Committee that ERNLLCA had provided a structure for all local Parish Councils to adopt. The Committee discussed that the Personnel Committee should be able to resolve staff issues as part of line management, instead of decisions having to be postponed for Full Parish approval. Cllr Kind also informed the Committee that a recent audit had stated that the Parish Council should adopt NALC recommendations. The Committee agreed to discuss this in further detail at the next Personnel Meeting on Thursday 18th July

Resolved: Item to be deferred until the Personnel Meeting of Thursday 18th July

201.2 Cllr Kind to ensure that regular staff 1:1s are put into place, as previously the Parish Office had an issue with complying with GDPR issues

Resolved: Cllr Kind to arrange a meeting with the Clerk

202. **Members' points of information and agenda items for the next meeting (Discussion items only)**

Cllr Kind requested that future dates for Personnel Meetings be arranged and explained that these could then be cancelled if not required. Cllr Green explained that she was awaiting clarification of East Riding Council meetings and therefore could not presently commit to future meetings other than that of Thursday 18th July

There was no other business and the meeting closed at 6:43pm

Signed:
(*Chairman of the Parish Council*)