

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 6.30PM ON THURSDAY 21st MARCH 2019

MINUTES

Present: Councillors: Hardwick, Sloan, Kind, Harness
 Clerk: Kay

187. DECLARATIONS OF INTEREST

There were no declarations made

PART 2: Private Session

188. 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.

189. **Update on contracts, hours, and lunch breaks**

Cllr Harness circulated new contracts which highlighted the move to full time salary figures rather than hourly rates. He also pointed out that the new contracts made clear that lunch breaks of 30 minutes would be unpaid as, in the past, this was not specified and lunchbreaks had been taken as paid.

Resolved: With approval from Full Parish, the contracts to be offered to staff

190. **To discuss the number of meetings following receipt of an email from the clerk**

The Clerk explained to the Committee that, he felt, Cottingham Parish Council held an excessive amount of evening meetings and that over an extended period of time both himself and the Deputy had been attending, on average, one meeting per week.

The Committee discussed whether it was always necessary for a meeting to have a Clerk/Deputy taking minutes/notes and that outside of Full Parish, Planning, and Events any other meetings should endeavour to be held prior to existing confirmed meetings.

Cllr Kind proposed that, wherever possible, staff should reduce their normal working day prior to evening meetings to ensure that they took sufficient breaks. In effect this would be pre-toil.

Resolved: With approval from Full Parish, the Clerk to discuss the impact on the office with the proposer of a meeting prior to its confirmation

Resolved: With approval from Full Parish, staff to be allowed to reduce working hours on days with evening meetings.

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

SLCC Standing Orders

There was no other business and the meeting closed at 6.55pm

Signed:
(Chairman of the Parish Council)