

# Cottingham Parish Council



**PERSONNEL COMMITTEE MEETING**  
**HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,**  
**MARKET GREEN, COTTINGHAM**  
**AT 3:00pm ON WEDNESDAY 9<sup>TH</sup> FEBRUARY 2022**

## **MINUTES**

Present: Councillors: Green, Kemp & Medini  
Clerk: Kay

217 DECLARATIONS OF INTEREST

There were no declarations made

218 TO RECEIVE APOLOGIES

Apologies received from Cllr Knight

**Resolved: Apologies accepted**

219 **Exclusion of the Public: The Committee will decide if, due to the confidential nature of the business to be conducted, it is advisable that the public and press be excluded**

220 TO DISCUSS ONGOING STAFF ISSUES

220.1 Cllr Green stated unequivocally that the content of the meeting was confidential and must not be discussed with any third party

220.2 Councillors noted the November CPI inflation rate, used for the annual staff salary uplift for the 2022/2023 financial year, but felt that, given the current inflation situation, the increase should be 0.9% above the November rate.

**Resolved: uplift to proceed with addition**

220.3 On the 20th of January the Clerk informed Cllr Green, as Chair of Personnel, that he had been offered alternative employment, which he intended to take, and wished to discuss with her the possibility of reducing the two-month notice period.

Cllr Green felt it would be disastrous, following the difficult circumstances over the last two years and the current employment market, if the Clerk left at this time and was concerned that the Parish Council could spend a great deal of money on locums (especially if a separate Responsible Financial Officer was required), advertising, etc as well as facing much disruption, which would impact negatively on the Deputy Clerk and potentially lead to her seeking alternative employment also. This being the case, Cllr Green wished the Personnel Committee to investigate the Clerks job description and contract with a view to moving the Clerk onto a higher salary scale which would recognise the Clerks long service and the large tax base of Cottingham, if he agreed to stay.

**Resolved: Further Personnel Meeting agreed for 3pm on Wednesday 2<sup>nd</sup> March.**

220.4 The Clerk asked, on the Deputy’s behalf, if 7 days of holiday from 2021/2022 year could be carried over to 2022/2023 year rather than the maximum of 5 usually allowed.

Cllrs agreed to this but also, as a one off due to Covid, wished to offer the option to the Clerk and Deputy to take payment for any remaining holiday days in the 2021/2022 year.

**Resolved: Carryover/payment of holiday days approved**

There was no other business and the meeting closed at 4.15pm

Signed: .....  
(Chairman of the Parish Council)