Cottingham Parish Council



### **PERSONNEL COMMITTEE MEETING**

**HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,**

**MARKET GREEN, COTTINGHAM**

**AT 10:00am WEDNESDAY 21st FEBRUARY 2024**

**M I N U T E S**

Present: Councillors: Marten, Kemp & Cantrell

 Clerks: Pape & Price

 There were no members of the public present.

280 DECLARATIONS OF INTEREST

 There were no declarations of interest.

281 TO RECEIVE APOLOGIES

 Apologies received from Cllr Ward

 **Resolved: Apologies accepted**

282 **Exclusion of the Press and Public: It is recommended that the public and press be excluded from the Meeting for the consideration of the following matters on the grounds that it involves the likely disclosure of confidential information as defined in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**

 **Resolved: that** **the press and public be excluded from the meeting**

283 TO RECEIVE AN UPDATE ON STAFF APPRAISALS

 283.1 Councillor Marten reported that she had undertaken appraisals for both the Clerks and subject to a small number of minor amendments these would be finalised and signed.

 **Resolved: that the report be noted.**

284 TO DISCUSS TIME ALLOCATED FOR MEDICAL APPOINTMENTS

284.1 Councillors discussed reasonable time off for attending medical appointments noting that they had a duty of care to employees as well as duties under the Equalities Act 2010. Councillors wished to adopt a flexible approach, particularly where employees were unable to arrange appointments outside of working hours.

**Resolved: that it be recommended to Full Council:**

1. **that up to a maximum 3 hours leave per appointment be agreed for medical appointments which could not be arranged outside of working hours, subject to the provision of evidence of the appointment and appropriate discussion with the line manager, and**
2. **that this be incorporated into the Parish Council’s sickness policy as part of the proposed review of employment policies.**

285TO DISCUSS ARISING STAFFING ISSUES

285.1 Councillors discussed options to cover possible long-term absence of the Clerk to enable work to be covered and noted that the Administrative Assistant had indicated a willingness to work additional hours if necessary subject to budget provision.

 285.2 The Clerk updated the Committee on progress with the appointment of the Town Centre Officer and reported that interviews had been arranged for Friday 23 February 2024. If it was possible to appoint, the successful candidate would start at the beginning of April 2024. Adjustments would be required to the office layout to accommodate the additional staff as well as additional phones.

**Resolved: that the Administrative Assistant be offered additional hours if necessary to help cover the long term absence of either Clerk subject to budget provision being available to cover the cost.**

286 MEMBERS’ POINTS OF INFORMATION AND AGENDA ITEMS FOR THE NEXT MEETING (DISCUSSION ITEMS ONLY) AND TO SET DATE FOR NEXT MEETING

 **Items for next agenda:**

 **To review staffing policies**

Date of Next Personnel Meetings **10:00am,** **Thursday 29th February 2024**

 **10:00am, Tuesday 9 April 2024**

There was no other business and the meeting closed at 10.30am

Signed: …………………………….…………………………….

*(Chairman of the Parish Council)*