

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 7:00pm ON WEDNESDAY 18TH AUGUST 2021

MINUTES

Present: Councillors: Green, Kemp & Knight
 Clerk: Matthew Kay
 Deputy Clerk: Pape

203 DECLARATIONS OF INTEREST

There were no declarations made

203 TO ELECT A CHAIR FOR THE COMING YEAR

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

Cllr Green proposed a Deputy Chair also be appointed

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

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

204 **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**

205 TO DISCUSS ONGOING STAFF ISSUES

205.1 The Clerk & Deputy Clerk informed the Committee that staff morale was extremely low, they feel they are being victimised by certain Cllrs and members of the public, and the stress of their jobs is having an adverse effect on their health and mental wellbeing. Cllrs discussed the reasons behind this.

205.2 Cllr Green suggested that if any Cllrs have any issues regarding the performance of the Clerk/Deputy Clerk these issues be raised with Cllr Green as Chair of Personnel. Cllr Green will then investigate such issues

205.3 The Committee discussed the recent data breach with the Parish Council, Cllrs Green & Kemp requested an Extraordinary meeting of the Parish Council be arranged for Cllr Green to address Cllrs

Resolved: Extraordinary meeting to be arranged

206 TO DISCUSS OUT OF HOURS WORKING

206.1 Cllr Green expressed her concerns that both the Clerk and Deputy Clerk are answering emails/calls out of hours. The Clerk & Deputy Clerk informed Cllrs this is due to a sense of fear and mistrust arising from their work. Cllr Green requested both members of staff do not respond to emails/calls out of office hours and inform Cllrs they will not be doing so

206.2 Cllr Kemp requested that a copy of the Clerk and Deputy Clerk’s contract and job description be forwarded to members of the Personnel Committee, Cllr Kemp felt these would require updating

Resolved: Clerk to forward copy of staff contracts and job descriptions to the Personnel Committee

207 Members’ points of information and agenda items for the next meeting (Discussion items only)

The Clerk and Deputy Clerk thanked for Cllrs for attending the meeting (meetings do not usually take place during the month of August)

There was no other business and the meeting closed at 8.30pm

Signed:
(Chairman of the Parish Council)