

# Cottingham Parish Council



**PERSONNEL COMMITTEE MEETING**  
**HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,**  
**MARKET GREEN, COTTINGHAM**  
**AT 6.30PM ON THURSDAY 24<sup>TH</sup> JANUARY 2019**

## **MINUTES**

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

### 176. DECLARATIONS OF INTEREST

There were no declarations made

### **PART 2: Private Session**

### 177. 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.

### 178. **To confirm staff pay rates for 2019/2020**

The Clerk stated the CPI inflation rate for November 2018 (2.3%) and highlighted the effect of this on the hourly rate for the Clerk and Deputy.

The Committee discussed moving away from hourly rates to annual salary figures

**Resolved: To accept the inflation increase for staff salaries for the 2019/2020 financial year and to discuss future staff rates in annual figures**

### 179. **To discuss Deputy Clerk working hours**

Cllr Harness, not present, had reported to Cllr Hardwick that the success of the Christmas Festival in 2018 was due, in large part, to the amount of work the Deputy Clerk put into the Festival and that the idea of employing an Events Coordinator, which had previously been discussed by the Parish Council, had effectively turned into the work being carried out by the Deputy. Unfortunately, this had led to the Deputy accruing large amounts of Time Off In Lieu (Toil) that she had been taking instead of annual leave and consequently she had 12 days of leave remaining to use before the end of

March, though five days had already been booked. In his (Cllr Harness) opinion the Deputy should be moved onto full time (37) hours to ensure the success of events such as Cottingham Day and the Christmas Festival.

The Committee also discussed the increasing workload of the office due to extended opening hours, the growth of the village, and the ongoing financial pressures faced by East Riding of Yorkshire Council.

**Resolved: The Deputy Clerks hours to be increased to 37 hours per week from Monday 4<sup>th</sup> February 2019. Any annual leave remaining, minus five days already allocated, could be carried over into the next year with appropriate recalculation caused by the increased hours.**

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

Though Cllr Hardwick supported the increased hours for the Deputy, he wished for a **Work Study Analysis** to be placed on the agenda for the next meeting so that the Council could ensure that it was getting value for money.

There was no other business and the meeting closed at 7:10pm

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