

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 4:00pm ON WEDNESDAY 29TH SEPTEMBER 2021

MINUTES

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

208 DECLARATIONS OF INTEREST

There were no declarations made

209 **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**

210 TO DISCUSS ONGOING STAFF ISSUES

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

210.2 Cllr Green informed the Committee that herself and Cllr Kemp had received letters from two Cottingham residents regarding comments the Clerk, outside of Parish Council duties, had made on a personal issue. Cllr Green wished it to be minuted that she had written to the residents to gain their permission for the issue to be discussed with the Clerk. Following discussion with the Clerk the Committee agreed there had been no wrong doing on behalf of the Clerk, no further action needed to be taken with the Clerk and the residents will be informed of this decision by a letter sent to them by Cllrs Green & Kemp

210.3 The Clerk informed the Committee of his intentions to contact the Monitoring Officer at ERYC – this would be to lodge complaints regarding the behaviour of a Councillor both historically and currently. The Committee agreed to write to the Councillor involved

210.4 Cllr Green expressed her concerns that at the Extraordinary meeting of 16th September 2021 she had made it clear to all Councillors that any issues regarding the staff must be raised directly

with the Personnel Committee and not directly with the staff involved. At the meeting Cllr Green had also expressed that staff must not be contacted out of hours – some Councillors have ignored these requests causing further distress to the staff

211 TO AGREE CHRISTMAS CLOSURE

211.1 Cllr Medini enquired the process followed in recent years regarding office closure over the Christmas and New Year period. Deputy Clerk Nicola Pape informed the Committee that in previous years, as detailed in the staff contracts, the staff were expected to attend both Cottingham Day and the Cottingham Christmas Festival with the staff being compensated for this work with extra time off over the Christmas and New Year period when the office is closed

211.2 Cllr Green suggested the office close at lunchtime on Thursday 23rd December 2021 and reopen on Tuesday 4th January 2022, the Committee were in agreement

212 TO DISCUSS CONTRACTED WORKING HOURS

212.1 The Clerk informed the Committee that currently the staff are contracted to work 37 hours per week, equating to 7 hours and 24 minutes per day Monday – Friday. He suggested this be increased to 37.5 hours per week, equating to 7 and a half hours per day

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

213.1 The Committee discussed the security implications regarding lone working and will discuss this in more detail at the next meeting. Cllrs Green and Kemp recommended the staff contracts be reviewed and Cllr Medini requested a current copy be issued to the Personnel Committee

213.2 The Committee agreed to schedule the next Personnel Committee meeting for Wednesday 12th January 2022 at 3.00pm

There was no other business and the meeting closed at 5.20pm

Signed:
(Chairman of the Parish Council)