

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 3:00pm WEDNESDAY 19TH OCTOBER 2022

MINUTES

Present: Councillors: Green, Kemp & Medini
 Deputy Clerk: Pape

237 DECLARATIONS OF INTEREST

There were no declarations made

238 TO RECEIVE APOLOGIES

Apologies received from Cllr Knight

Resolved: Apologies accepted

239 **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**

240 TO DISCUSS ONGOING STAFFING MATTERS WITH ERNLLCA

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

240.2 Cllr Green provided an update regarding the current recruitment process. Tom Clay, ERNLLCA representative, suggested additional/alternative ways of advertising and also suggested an Extraordinary Meeting of full Council be arranged in order to resolve ongoing issues

241 TO DISCUSS EXCESS HOURS ACCRUED BY THE DEPUTY CLERK

241.1 Deputy Clerk Nicola Pape informed Cllrs that due to the increased volume of work in the office, and the departure of the previous Clerk, she had been working excess hours to keep the office running smoothly. As it was not presently feasible for time off in lieu to be taken, Cllrs agreed that the excess hours worked up until 31st October 2022 be taken as pay

Resolved: Deputy Clerk Nicola Pape to be paid for excess hours worked up to 31st October 2022

242 TO DISCUSS OFFICE OPENING HOURS/CHRISTMAS CLOSING 2022

242.1 Deputy Clerk Nicola Pape informed the Committee that in previous years, as detailed in the staff contracts, that 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

242.2 Cllr Green proposed the office close on Thursday 22nd December 2022 and reopen on Tuesday 3rd January 2023. Deputy Clerk Nicola Pape informed Cllrs she was due to take 3 days annual 19th to 21st December 2022 and Cllrs therefore agreed the office will close on Friday 16th December 2022 and reopen on Tuesday 3rd January 2023

Resolved: Office to close for Christmas on Friday 16th December 2022 and reopen on Tuesday 3rd January 2023

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

243.1 Cllrs agreed the next meeting be scheduled for Thursday 27th October 2022 at 3pm

Resolved: Date for next meeting – Thursday 27th October 2022

There was no other business and the meeting closed at 5.10pm

Signed:

(Chairman of the Parish Council)