

# Cottingham Parish Council



**PERSONNEL COMMITTEE MEETING**  
**HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,**  
**MARKET GREEN, COTTINGHAM**  
**AT 10.30am THURSDAY 30 MAY 2024**

## **MINUTES**

Present: Councillors: Marten, Kemp, Ward  
 Clerk: Jane Price  
 There were no members of the public present.

297 TO ELECT A CHAIRMAN FOR THE 2024/25 MUNICIPAL YEAR

It was proposed by Councillor Ward and seconded by Councillor Kemp that Councillor Marten be elected as Chairman of the Personnel Committee for the 2024/25 Municipal Year.

**Resolved: that Councillor Marten be elected as Chairman of the Personnel Committee for the 2024/25 Municipal Year**

298 DECLARATIONS OF INTEREST

There were no declarations of interest.

299 TO RECEIVE APOLOGIES

Apologies were received from Councillors Cantrell and Jump.

300 TO REVIEW STAFFING POLICIES AND PROCEDURES

300.1 Cllrs considered the current Staff Handbook and alternative model policies produced by ERNLLCA. Overall Councillors considered that the ERNLLCA models should replace comparable sections in the handbook to simplify and update the policies. Councillors also considered that the ERNLLCA policies were drafted in a more constructive style.

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

- i. that, with the agreed amendments, ERNLLCA policies relating to Equal Opportunities, Anti- Bullying and Harassment, Capability, Disciplinary Matters, Grievance, Whistleblowing and Sickness Absence replace the comparable sections in the Staff Handbook**

- ii. that agreed amendments be made to other sections in the Handbook, and
- iii. that the Handbook be renamed as CPC Policies and Procedures

301 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 remaining Staffing policies and procedures**

**To consider confirmation of Admin Asst in post**

Date of Next Personnel Meeting: 10.30am Wednesday 24 July 2024

There was no other business and the meeting closed at 11.45am

Signed: .....

*(Chairman of the Parish Council)*