

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 9.30am WEDNESDAY 24 JULY 2024

MINUTES

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

302 DECLARATIONS OF INTEREST

There were no declarations of interest.

303 TO RECEIVE APOLOGIES

No apologies were received.

304 EXCLUSION OF THE PRESS AND PUBLIC

Resolved: that the public and press be excluded from the Meeting for the consideration of the following matters on the grounds that it involves the likely disclosure of confidential information as defined in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

305 TO CONSIDER CONFIRMING THE ADMINISTRATIVE ASSISTANT IN POST

305.1 The Clerk reported that the Administrative Assistant had successfully completed her probationary period and recommended that she be confirmed in post.

Resolved: that it be recommended to the Parish Council that the Administrative Assistant be confirmed in post.

306 TO CONSIDER THE APPOINTMENT OF A CLEANER

306.1 The Clerk advised that whilst the Parish Council had an ad hoc arrangement with a cleaner, this should now be formalised and that a post should be created on the establishment.

Resolved: that it be recommended to the Parish Council that a new post of Cleaner be established for 1 hour per week at the National Living Wage of £11.44 and that backpay to that rate be agreed from 1/4/24.

The Chairman then readmitted the press and public to the meeting

307 TO CONSIDER PROPOSALS FOR A COUNCILLOR SKILLS AUDIT/TRAINING PLAN

307.1 The Clerk circulated a draft Skills Audit template for members' consideration. This was intended to help identify where members felt there were training needs and to support member development. Members suggested a number of minor amendments.

Resolved: that it be recommended to the Parish Council

- i. That Geraldine Mathieson be thanked for her work on the model;
- ii. that the Skills Audit be adopted and that members complete it by the end of August for consideration by the Personnel Committee;
- iii. that members be offered the opportunity to discuss their audit and training needs individually with the Chair of Personnel;
- iv. that a training plan be developed to address any training needs identified, and
- v. that co-option advertisements include more details of the role of councillor.

308 TO AGREE DATES FOR THE CHRISTMAS CLOSE DOWN

Resolved: that the office be closed from 23 December 2024 until 1 January 2025, reopening on 2 January 2025.

309 TO REVIEW STAFFING POLICIES AND PROCEDURES

309.1 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 Annual Leave, Adoption Leave, Maternity Leave, Paternity Leave, Parental Leave, Shared Parental Leave, Leave of Absence, Emergency Time off for Dependents, Flexible Working, Home Working, Lone Working, Health and Safety and Data Protection- Staff Records be adopted by the Parish Council;
- ii. that agreed amendments be made to other sections in the Handbook;
- iii. that the Clerk seeks clarity regarding a number of definitions, and
- iv. that consideration be given to training for staff on First Aid and Fire awareness.

310 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:

Response to Skills Audit
Training Plan

Date of Next Personnel Meeting: 10am Friday 30 August 2024

There was no other business and the meeting closed at 11.22am

Signed:
(Chairman of the Parish Council)

Parish Council Office: 9 The Cottages, Market Green, Cottingham, East Yorkshire HU16 5QG

Tel: 01482 847623 E-mail: clerk@cottinghamcouncil.org

Website: www.cottinghamparishcouncil.org.uk

Chairman: Councillor Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price