

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 10.00am FRIDAY 30th AUGUST 2024

MINUTES

Present: Councillors: Marten, Jump & Kemp
 Clerk: Pape
 There were no members of the public present.

311 DECLARATIONS OF INTEREST

There were no declarations of interest.

312 TO RECEIVE APOLOGIES

No apologies were received.

313 TO REVIEW PARENTAL BEREAVEMENT POLICY

313.1 Councillors considered the current Staff Handbook and reviewed the Parental Bereavement policy produced by ERNLLCA. Councillors considered that the ERNLLCA model should replace comparable sections in the handbook to simplify and update the policy.

Resolved: that it be recommended to Full Council

- i. that, with the agreed amendments, the ERNLLCA Parental Bereavement policy be adopted by the Parish Council**

314 TO CONSIDER FEEDBACK FROM COUNCILLOR SKILLS AUDIT

314.1 The Clerk reported that four Councillors had completed the skills audit, the Committee requested that those Councillors who had not completed the audit be encouraged to do so to enable a comprehensive training plan to be developed by the Clerks

Resolved: that all Councillors be encouraged to complete a skills audit form

315 TO CONSIDER TRAINING PLAN FOR COUNCILLORS

315.1 Councillors agreed that new and existing Councillors would benefit from ongoing training as this was imperative to ensuring accurate resolutions being made by Councillors, it was recommended that the priority areas of training be:

- 1. How to be a Good Councillor/New Councillor training
- 2. Finance
- 3. Planning
- 4. Management – Data Protection/GDPR/FOI

315.2 Councillors requested that a copy of the Nolan principles be placed on the office meeting room noticeboard

Resolved: that a copy of the Nolan principles be placed on the office meeting room noticeboard

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

Agenda items for next meeting:

- Response to skills audit**
- Councillor Training Plan**
- To consider draft Vexatious correspondence policy**
- To consider draft Menopause in the Workplace policy**

Date of next meeting: Tuesday 1st October 2024 10:00am

317 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.

318 TO CONSIDER CONFIRMING THE TOWN CENTRE OFFICER IN POST

318.1 The Clerk reported that the Town Centre Officer 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 Town Centre Officer be confirmed in post.

Date of Next Personnel Meeting: 10am Tuesday 1st October 2024

There was no other business and the meeting closed at 10.44am

Signed:
(Chairman of the Parish Council)