

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 12.00pm WEDNESDAY 2nd October 2024

MINUTES

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

319 DECLARATIONS OF INTEREST

There were no declarations of interest.

320 TO RECEIVE APOLOGIES

Apologies received from Cllr Ward

Resolved: that apologies be accepted

321 TO CONSIDER A DRAFT HABITUAL AND VEXATIOUS COMMUNICATION POLICY

321.1 Councillors considered the policy and agreed it be recommended that Full Council adopt the policy.

Resolved: that it be recommended to Full Council that the draft Habitual and Vexatious Communication policy be adopted by the Parish Council

322 TO CONSIDER A DRAFT MENOPAUSE POLICY

322.1 Councillors considered the policy and agreed it be recommended that Full Council adopt the policy.

Resolved: that it be recommended to Full Council that the draft Menopause policy be adopted by the Parish Council

323 TO CONSIDER FEEDBACK FROM COUNCILLOR SKILLS AUDIT

323.1 The Clerk reported that six Councillors had completed the skills audit, the Committee assessed the scores to identify required training areas

324 TO CONSIDER A TRAINING PLAN FOR COUNCILLORS

324.1 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. Emergency Planning
2. Management – Data Protection/GDPR/FOI
3. Planning
4. Management – Corporate Risk Register

325.2 Councillors requested that a copy of the office Risk Assessment be placed on the office noticeboard

Resolved: that a copy of the office Risk Assessment be placed on the office noticeboard

325 TO CONSIDER SIGNING UP THE CIVILITY & RESPECT PLEDGE

325.1 Councillors considered the pledge and agreed it be recommended that Full Council sign up to the pledge and place a copy on the office meeting room noticeboard

Resolved: that it be recommended that Full Council sign up to the Civility & Respect pledge and place a copy on the office meeting room noticeboard.

326 TO REVIEW THE MEMBER OFFICER PROTOCOL

326.1 Councillors reviewed the current Member Officer Protocol and suggested amendments. It was agreed, that with amendments, it be recommended that Full Council adopt the protocol.

Resolved: that with amendments, it be recommended that Full Council adopt the member Officer protocol.

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

327.1 Councillors requested that the Parish Council Grievance Policy be reviewed, and that a Grievance Committee be formed with a membership of 3 Councillors

Date of Next Personnel Meeting: to be confirmed

There was no other business and the meeting closed at 1.10pm

Signed:
(Chairman of the Parish Council)