

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
PARISH CLERK
THE WILLOW CENTRE
CRINGLEFORD
NORWICH NR4 7JJ

Telephone 01603 250198

PERSONNEL COMMITTEE

Notes of the Meeting of the Personnel Committee held on Tuesday 1 September 2020 at 10.40am at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.

Attendees:-

Trevor Wang, John Canham, Helen Simmons, Jason Edwards

In attendance - Sonya Blythe (clerk),

1 Apologies for Absence / Declaration of interest. Actions

No apologies received.

No declarations of interest made.

2 To approve the minutes of the last meeting

The minutes of the previous meeting were agreed.

3 To consider matters arising

Council agreed after the previous meeting that the Committee would be decision making, other than for major decisions such as appointment of Clerk, which would be decided by whole council.

Due to the change in status of the Committee it was agreed to appoint a new Chairman.

HS was proposed and elected as Chairman.

4 To review the terms of reference

The terms of reference were reviewed and agreed.

5 To receive information on staff changes since the last meeting and consider future potential change

The Clerk reported that staffing had been steady other than one caretaker had recently retired. The Clerk flagged that at some point additional grounds staff and / or office staff may be required due to the growth of the parish.

6 To receive a report on staff appraisals

Appraisals had been completed for the Parish Clerk and the Administrator. Caretakers had not been carried out due to the lack of technology to complete these virtually, but a group meeting had been held to discuss re-opening TWC, the H&S around working post-pandemic, and any concerns generally. Ground staff appraisals would be carried out shortly.

Clerk to send template appraisal forms to Committee to view.

Clerk

7 Equality policy

The updated policy was considered, and amendments made.

The Clerk was asked to investigate whether “unconscious bias / discrimination” training could be organised for Councillors.

Clerk

The amended policy was agreed.

8 To consider the Lone Worker Policy

The Lone Worker policy had been considered by JE earlier in the year, who had sent comments which were circulated. It was agreed that the policy was suitable for purpose, however concerns were raised about caretakers who worked alone in the evenings. The Clerk advised that she had asked for a quote for a scheme where caretakers could log off to a call centre at the end of a shift.

Minor changes were made to the wording of the policy, at which point it was agreed.

9 Any Other Business

The Clerk reported that ID badges were being made for staff and councillors.

HS asked for a copy of HR policies, as these were not published on the website.

Clerk

Meeting closed at 11.40