

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 Thursday 26 August 2021 at 4pm at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.

Attendees:-

Trevor Wang, Helen Simmons, Jason Edwards

In attendance - Sonya Blythe (Parish Clerk).

1 Apologies for Absence / Declaration of interest. Actions

No apologies received.

No declarations of interest were made.

2 To approve the minutes of the last meeting

The minutes of the previous meeting were agreed as an accurate record of the last meeting and approved.

3 To consider matters arising

The Clerk confirmed that the appraisal template had been circulated.

4 To review the Lone Worker Policy and consider the costs of an on-call system

The amended policy was agreed.

The matter of an on-call system was discussed. Staff had been contacted and had advised that they were not concerned about having an on-call system for safely checking in at the end of a shift. However Councillors were concerned about illness or accidents onsite, which might take several hours to be identified if waiting for an end of shift call-in. The Clerk would contact Ian Bartlett to discuss the system used at the John Innes Institute.

5 To review the Staff Use of Own and Company Vehicles Policy

The policy was reviewed and small changes agreed. The document was approved. The Clerk would provide a copy to grounds staff.

Clerk

6 To review the Training Policy

The policy was reviewed and small changes agreed. The document was approved.

7 To review the Travel and Expenses Policy

The policy was reviewed and small changes agreed. The document was approved.

8 To review the Working from Home Policy

The policy was reviewed and changes agreed.

The Clerk was asked to check with the insurers that CPC laptops were insured when taken to staff home addresses.

Post meeting note: Zurich had confirmed that they were covered under the All Risks schedule.

The document was approved.

HS to sign all policies.

HS

9 To receive any other matters for information only

The Clerk had circulated a staff structure document which was noted.

It was noted that a new member was needed for the Committee, which would be addressed at the next Council meeting.

HS

10 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).

It was agreed to exclude the public from the following items.

11 To receive information on staff changes since the last meeting

It was reported that one caretaker had resigned and one had retired in the last year. One new caretaker had been recruited.

12 To receive a report on staff appraisals in the last year

2021 appraisals were still to be arranged.

Clerk

13 To consider additional staff that may be required across the following year to feed into autumn budget setting

It was noted that a new part-time grounds person may be required within the next year, depending on when the open spaces were adopted. A new member of staff for the office may also be needed in the future, once the new

developments were occupied.

Meeting closed at 16:45