

CRINGLEFORD PARISH COUNCIL

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

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PERSONNEL COMMITTEE

Notes of the Meeting of the Personnel Committee held on Friday 12 August 2022 at 12.45pm at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.

Attendees:-

Trevor Wang, Helen Simmons, Christina Fielding

In attendance - Sonya Blythe (Parish Clerk).

1 To elect a Chairman

Actions

HS was elected as Chairman for the ensuing year.

2 Apologies for Absence / Declaration of interest.

Apologies were received and accepted from Dagmar Miller.

No declarations of interest were made.

3 To approve the minutes of the last meeting from 26 August 2021

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

4 To consider matters arising

Item 5 – it was noted that the Head Groundsman had been awarded essential car user status for 2022/23. The amount of mileage would be reviewed later in the year so that consideration could be given to whether there was a need to buy a Cringleford Parish Council vehicle.

5 To review the Lone Worker Policy

The updated policy was agreed. Following discussions the last two meetings, a call-in system for the end of shifts had not been implemented. Staff at the time had confirmed that they were happy with current arrangements, but the Clerk was asked to also check with all new staff.

Clerk

6 To review the Sickness Absence Policy

The policy was reviewed and agreed.

7 To review the Staff Handbook

The Handbook was considered, and changes made. The final document was approved.

Regarding the safety of personal property, the Clerk was asked to ascertain with staff whether they would like individual lockers to be provided.

Clerk

8 To receive any other matters for information only

None raised

9 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.

10 To receive and consider the Clerks Grade Review report

(The Clerk left the meeting for this item.)

Councillors received a confidential report and job evaluation form in relation to the Clerk's role. Following discussion of the evaluation form, they agreed the recommendation in the report in relation to the Clerk's grade, to take effect from 1 October 2022. They advised that the report should be put to the Finance Advisory Group to note the budget implications. The report would also be brought to full Council in September 2022 for final approval.

Councillors also wanted more guidance about the items on the grading form and would seek information from NALC.

TW

In relation to the recommendation regarding the Assistant Clerk's grade, Councillors felt that the recommendation was reasonable, but would like more evidence that the grading would be appropriate. The Clerk was asked to establish whether there was an evaluation form available for the assistant clerk role. If not, then other parish councils would be contacted to establish the grade and job descriptions of similar roles.

Clerk

11 To receive and note the proposals for running of new sports hall draft report

The report was noted. This would be taken to the Recreation and Amenities Advisory Group to agree how the new building should be staffed.

12 To consider the staffing review and financial implications report and agree recommendations to the Finance Advisory Group to feed into autumn budget setting

The report was received. Councillors supported the suggestions within in relation to the 23/24 budget financial implications. However it was recognised that this may need to be reassessed, depending upon future decisions around staffing levels.

Meeting closed at 14.10