

# CRINGLEFORD PARISH COUNCIL

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

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Telephone 01603 250198

## PERSONNEL COMMITTEE

**Notes of the Meeting of the Personnel Committee held on Tuesday 29 August 2023 at 4pm at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.**

### Attendees:-

Dagmar Miller (in the Chair), Trevor Wang, Christina Fielding, Simon Chapman

In attendance - Sonya Blythe (Parish Clerk).

### 1 To receive apologies for absence / Declaration of interest.

All Councillors were present.

No declarations of interest were made.

### 2 To approve the minutes of the last meeting from 13 February 2023

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

### 3 To consider matters arising

Actions had been completed.

### 4 To consider and approve updated policies:

Bullying and Harassment. **Approved** subject to small wording change.

Disciplinary Procedure. **Approved** subject to adding in a requirement for Personnel Committee to be advised of any disciplinary processes being undertaken. Clerk was asked to check with NALC whether employees should be required to detail any criminal record obtained whilst in employment. **Action Clerk**

Gifts and Hospitality (Councillors). **Approved**.

Grievance Policy. **Approved**.

Lone Worker Policy. **Approved** subject to small wording change.

### 5 To consider the updated Terms of Reference for the Committee and agree to

**recommend them to Council**

Changes were made to the updated Terms of Reference, which were then **approved**. DM would recommend their acceptance to Council.

**Action DM**

**6 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.

**7 To receive a general update on staffing matters**

TW noted that the Clerk's annual appraisal had been completed.

The Clerk advised that the Assistant Clerk and Administrator (Maternity Cover) had completed her probationary period.

**8 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 and proposed staff structure were considered.

It was **resolved** that the Assistant Clerk and Administrator could return to work part-time, per the hours in the report.

The Clerk was requested to:

- Re-draft the Assistant Clerk and Administrators job description per the new duties, previously approved;
- Draft a job description, required hours and salary for all new posts, and build in a budget cushion of 10% to take account for unknown factors;

Once complete, Committee would meet in order to make a final recommendation to the Finance Advisory Group for budget setting.

Meeting closed at 17:45