

# Great Coates Village Council

## Minutes of the Personnel Committee 30<sup>th</sup> May 2014

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**Present:** Cllr Ms L Cutting Cllr Mrs S Thomas Cllr J Masterton

**Apologies:** None

**Officer:** D Jackson (Minute taker)

**Public:** Two members of the public were in attendance

**Declarations of Interest:** None

**Dispensations:** None

### **x/14: To Elect a Chair of Personnel for 2014-2015**

**Resolved** That Mrs S Thomas is elected as Chair

### **x/14: To Determine the Role and Powers of the Personnel Committee**

Committee discussed what they felt their new role should be. In view of the EGM being called on the 2<sup>nd</sup> June it was,

**Recommended** That Council would adopt an interim Scheme of Delegation shortly which would determine the way forward. Consequently they would await that decision.

### **x/14: To Discuss Issues Related to the Current and Newly Appointed Caretakers**

It was noted that there were matters that needed to be resolved concerning both caretakers and it was,

**Recommended** That the Chair of Council and Chair of Personnel would attend to this outside of the meeting and report back to committee at a future time.

**x/14: To Determine Actions to Deal with any Outstanding Grievances.**

Committee believed that there were still longstanding grievances from certain staff that needed to be dealt with appropriately and expeditiously. Consequently it was,

**Recommended** That Committee would write to the staff members concerned to progress the outstanding issues.

**x/14: To Determine Actions to Deal with an Outstanding Complaint**

Committee understood that an outstanding complaint was in the hands of the Council concerning a staff member. It was,

**Recommended** That the Chair would speak to the complainant to ascertain if they still wished to pursue the matter and if so deal with it as per the Council's adopted procedure.

**x/14: To Resolve Contractual Matters for both Hall Caretakers.**

Committee needed to formalise the positions of both hall caretakers. It was,

**Recommended** That the Clerk draws up two identical contracts for the Chair to peruse. These would then be approved by committee and issued as quickly as possible.

**x/14: To Action Staff Appraisals.**

Committee understood that staff appraisals had not been conducted. Under the current circumstances of the Clerk having just resigned and the Caretakers not yet having contracts it was.

**Recommended** That this matter would not be actioned for the time being.

There being no further business the meeting closed at 7.29pm.