Great Coates Village Council  
Minutes of the Personnel Committee  
30\textsuperscript{th} May 2014

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\textsuperscript{nd} 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.

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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.

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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.

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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.

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