

GREAT COATES VILLAGE COUNCIL

Draft Minutes of the Personnel Committee meeting held at 7:00pm in the Village Hall, Cooks Lane, Great Coates 29th March 2018. These minutes contain exempt items and as such are not considered for public domain.

Present:

Councillors Mr. G Mumby (Chair), Mr J Masterton, Mr R Lawrance. Mr K Green.

1 To Receive apologies and reasons for absence, Ref 18/43

Clerk to Council Mrs. J Waite

2 To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members' Register of Interests. Ref 18/44

No declarations were made.

3 (Exempt item) Review of terms & conditions of GCVC employee's. Ref 18/45

Discussions were individually held with council employee's to ascertain roles & responsibilities of positions held with an emphasis on ensuring the wellbeing of all personnel in regards to health & safety and working along with GCVC. Generally all employee's voiced satisfaction though some concerns were raised around the topics of communication and financial control.

Resolved: The Personnel Committee recommends for the Village Councils approval at the April 2018 Full Council Meeting that the PC be given a copy to all council employee signed contracts so that a detailed review of job description and pay scales may be carried out at a further meeting of the PC.

Proposed Cllr Green. Seconded Cllr Lawrance. All in favour.

4 (Exempt item) Review roles of the PC. Ref 18/46

The last review of the PC's roles and responsibilities was in 2015 with ref: GCVC minutes dated 6th August of that year. The present council has progressed from that time in terms of work ethics and practices and so it was deemed appropriate to review the role of the PC.

Resolved: The Personnel Committee recommends for the Village Councils approval at the April 2018 Full Council meeting that the Personnel Committee's roles are to be:

- Complaints procedures staff/ hirers. Being involved with all concerns of staff. Not dealing solely with the hirer but working as intermediary should issues arise between staff and hirer.
- Grievance procedures.
- Disciplinary procedures.
- Lone worker policies.
- To be involved with all issues concerning the wellbeing of Village Council and all Village Council employee's.

With all the other items listed in the minutes dated 6th August 2015 relating to certain financial roles concerning the running of the village hall be removed from the roles and responsibilities of the Personnel Committee.

Proposed Cllr Masterton. Seconded Cllr Greene. All in favour.

Meeting closed at 8.30pm.