

GREAT COATES VILLAGE COUNCIL

Minutes of the Meeting of Personnel Committee of Great Coates Village Council held in the Village Hall, Cooks Lane, Great Coates, 6th August 2015 at 7.30 pm

Present

Councillors: Mr. G. Mumby; Mrs D. Bradwell; Mrs Y. Prest

Officers: D. Godfrey

APOLOGIES None

Public There were no members of the public were present.

DECLARATIONS OF INTEREST: None

DISPENSATIONS: None

PUBLIC SESSION: No issues raised

15/01PC **ELECTION OF CHAIR**

Councillor G. Mumby elected as chair of Personnel Committee.

15/02PC **ROLE AND POWERS OF PERSONNEL COMMITTEE**

The Committee discussed the role and powers of the Personnel Committee, it was felt that the role should be expanded to cover a number of other issues that need to be addressed.

Proposed **That the Committee take on the following additional responsibilities and that any decisions or amendments proposed are then referred to the full Council for ratification.**

- Hire agreements for the Village Hall
- Recommendations regarding action to be taken in the event of non-payment of hire fee's
- Reviews of Village Hall Hire rates to be applied
- Complaints procedures staff/hirers
- Direct Debit Payments – utility bills
- Building and Ground maintenance

Resolved Proposed extension of responsibilities to be taken to the full Council on 27th August 2015 for approval.

15/03PC **TO REVIEW GRIEVANCE PROCEDURE**

The grievance procedure in use was reviewed and found not to be fit for purpose.

Resolved That the full Council be advised that the personnel Committee would review the grievance procedure and submit a revised document for adoption as soon as possible with a target date of September 2015.

15/04PC **REVIEW APPOINTMENT OF CARETAKER**

Resolved That the full Council be advised of the appointment of a new member of staff a local resident with effect from 3rd August 2015 to replace the caretaker who will now only provide emergency and leave cover. Council to be aware that outstanding leave payment will be applied within August schedule of payments.

15/05PC

STAFF CONTRACTS

It was noted that all staff had up to date contracts in place, these would need to be reviewed yearly to ensure they are up to date.

Resolved

That the full Council be advised that a target date for reviews to be carried out in January 2016 for approval.

15/06PC

STAFF APPRAISALS

It was noted that no appraisals had been carried out to date.

Resolved

That the full Council be advised that an appraisal system needs to be created with appropriate forms. Approval required that a target date of January 2016 to carry out the first appraisals be agreed as this would fall in line with the Contract reviews

Meeting ended 9.40 PM

Signed.

Chair of the Personnel Committee
