



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on 12th February 2020
at Fernwood Village Hall, Rubys Avenue, Fernwood**

Present: Parish Councillors: D. Harrison, H. Micah, B. Smith (Chair)
Clerk: Marion Fox Goddard

1. Approval of Minutes from last meeting 9/10/19

The Personnel Committee minutes from the previous meeting were unanimously approved as an accurate record.

2. Matters arising

Councillor Micah and the Clerk did Malcolm's appraisal with him in November. This was duly signed by the Chairman.

Care taker job description has had grit bins added and has been reissued to MD.

Full Council agreed to no changes being required to the [Health and Safety Policy and Safeguarding Policy](#)

A letter has been sent from the Chairman to confirm the Clerk permanently working 25 hours.

3. Policy Review

The Committee agreed to make the following recommendations to Full Council:

- a. Caretaker Contract – to be re-issued with the following changes:
 - i. New job title 'Caretaker and Maintenance Operative for Fernwood Parish Council'
 - ii. Based at Fernwood Village Hall with work to be completed around the Parish
- b. Clerk Contract – no changes suggested.
- c. Clerk Job Description – agreed to the updated job description. A decision on whether the job pay-scale needs to be reviewed was deferred until the 2020/2021 pay review figures are received from the SLCC.
- d. Lone Working Risk Assessment – no changes.

Clerk to take to Full Council for approval.

4. Staffing update

REDACTED¹ has returned to work following his cataract operation and is able to perform all duties.

MFG (Clerk) has attended IOSH Managing Safely course and a Conduct Issues Personnel Course. She will be on annual leave w/c 17/2/20 and will need to work from home on 25 and 27 February for personal reasons.

¹ Employee name. Permission not received to publish.

Clerk to draft the following policies for the Council to consider:

- i. Managing Stress in the Workplace Policy*
- ii. Capability Procedure*
- iii. Internet Policy and Procedure*
- iv. Flexible Working Policy*

Next Meeting

June 1st 2020 After the Planning and Strategy Committee, Small Hall, Fernwood Village Hall.

DRAFT