



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on 12th June 2019
at Fernwood Village Hall, Rubys Avenue, Fernwood**

Present: Parish Councillors: D. Harrison, B. Smith
Clerk: Marion Fox Goddard
Apologies: Councillor: H. Micah

9. Election of a chairman

It was agreed Councillor Smith will be the Chairman for this committee.

10. Terms of Reference for the Personnel Committee

These were noted.

11. Approval of Minutes from last meeting 13/2/19

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

12. Matters arising

All actions from the previous meeting have been completed.

13. Appraisals update

The clerk's appraisal was done by Councillor Branston on 1/4/19. The clerk has waited to do the caretaker's appraisal due to his current personal situation. It was agreed to do the caretaker's appraisal in October.

14. Caretaker Job description and Salary

It was agreed to change the salary in the job description to REDACTED¹. Clerk and Councillor Branston had updated the job description to reflect the call out/emergency system. *Cllrs Harrison and B. Smith to suggest changes. To be implemented in October.*

15. Policy Review

- a) **Sickness Absence Policy** - no changes required.
- b) **Grievance and Disciplinary Policy** – *Clerk to update to include appendix A to include:*
 - Bullying
 - Clause on accessing pornographic/offensive material on council computer systems/mobile devices
 - Serious insubordination
 - Serious breach of Health and Safety regulations
 - Possession/Sale/Purchase of drugs on Council property

Clerk to draft a Disciplinary Appeal Form for approval by the Parish Council

- c) **Bullying and Harassment Policy** - *Clerk to change to **Anti Bullying and Harassment Policy**, take out the example pin-ups and remove the typo in 2.1 xi*
- d) **Relationships between Councillors and Council Employees** - no changes required.

¹ Salary information

16. On Call Cover / Emergency Phone Update

The system is up and running and working well. Cllr Smith suggested if Councillors cannot cover the week on the rota for the emergency cover, staff should cover this. Clerk requested that should councillors not be able to cover, for them to let her know as soon as possible so arrangements can be made.

17. Staffing update

REDACTED² (Assistant Clerk) had indicated that she will come back early in November and will work over 4 days (Wednesday off). Firm arrangements will be made closer to the time.

Next Meeting

October 9th 2019 After the Planning and Strategy Committee, Small Hall, Fernwood Village Hall.

² Employee name. Permission not received to publish.