



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on October 6th, 2022
at Fernwood Village Hall**

Present: Parish Councillors: D. Harrison, J. Newton, B. Smith (Chair)
Clerk: Marion Fox Goddard
Apologies: Councillor Micah

- 1. Members resolved to conduct the meeting without the public and accredited representatives of newspapers.**
- 2. Approval of the minutes from the last meeting held on March 17th, 2022**
The minutes were approved as accurate record and Councillor Smith signed them.
- 3. Matters Arising**
The Councillors noted:
 - a. Previous Administration Assistant resigned on 28/3/22
 - b. Code of conduct complaint was submitted in March.
 - c. Recruitment process for administration assistant recommenced in July and new assistant started on October 3rd.

4. Policy Review

Committee members unanimously agreed to recommend to Full Council that no changes are required to the following:

- a. Sickness Absence Policy
- b. Grievance and Disciplinary Policy (including panel members)
- c. Anti-Bullying and Anti-Harassment Policy
- d. Relationships between Councillors and Council Employees Policy
- e. Flexible Working Policy
- f. Management of Stress in the Workplace Policy
- g. Performance Policy
- h. Capability Procedure

Meeting closed at 19:40

Next Scheduled Meeting: Wednesday 22nd March 2023 at 7pm, Fernwood Village Hall