



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on 2nd October 2018
at Fernwood Village Hall, Rubys Avenue, Fernwood**

Present: Parish Councillors: D. Harrison, B. Smith, N. Branston
Clerk: Marion Fox Goddard

1. Apologies

None

2. Declarations of interest

None

3. Approval of Minutes from last meeting 10/7/18

The Personnel Committee Minutes were unanimously approved as an accurate record.

4. Matters arising

Since the meeting on July 10th, Fernwood Parish Council have approved the updated Terms of Reference for the Personnel Committee (17/9/18, item 134).

5. Appraisal Procedure

The Committee agreed to the self-appraisal form and appraisal form. *Clerk to copy to all members of staff.*

6. Job Descriptions Review

Councillor Branston recommended that we amend the Assistant Clerk Job Description and Person Specification. (Minor amendments mainly making it easier to read rather than change of duties. Good written communication skills added to Person Specification). The Committee unanimously agreed to these changes. *Clerk to update master copy.*

No changes were recommended for the Caretaker and Clerk roles although it was noted that, should the Council need to recruit a caretaker, competencies need to include driving.

7. Contracts Review

Councillor Branston recommended that we amend the contracts to:

- reflect that the Personnel Committee will deal with Personnel issues
- remove working from home from the Assistant Clerk and Clerk's contract
- amend the declaration of other employment on the Clerk contract
- update the Clerk sickness clause in line with the Assistant Clerk and Caretaker contracts
- update the probationary period clause of the Clerk contract
- update the Clerk and Assistant Clerk dispute resolution clause in line with the Caretaker contract.

The Committee unanimously agreed to these changes. Contracts will not be reissued now. They will be used next time the Council needs to recruit or if there is a change to working hours for an existing employee. *Clerk to update master copies.*

8. Sickness Policy Review

Clerk to produce draft return to work form and update the Sickness Policy to include this for Personnel Committee approval.

9. Health and Safety Review

No amendments required. *Clerk to obtain safety data sheets for substances the Caretaker uses. Clerk to ask fire risk assessor about storing the petrol container in a fire proof cupboard. Clerk to tell Caretaker to order and use plastic gloves and plastic bags when clearing dog poo from Dale Crescent.*

10. Caretaker update

New relief cleaner has done a great job whilst the Caretaker has been on annual leave. We also have a company set up to do grass cutting on a relief basis.

11. Staffing update

REDACTED¹(Assistant Clerk) is pregnant and due to have her twins February/March 2019. The Councillors unanimously agreed that the Clerk could take over the Assistant Clerk hours rather than recruit for maternity cover. *Clerk to read up on maternity procedures and pay in readiness for the Assistant Clerk starting maternity leave.*

12. Next Meetings

February 5th 2019, June 4th 2019 7.30pm, Office, Fernwood Village Hall.

¹ Employee name. Permission not received to publish.