

MINUTES OF THE FERNWOOD PARISH COUNCIL PERSONNEL COMMITTEE MEETING held on 13th February 2019 at Fernwood Village Hall, Rubys Avenue, Fernwood

Present: Parish Councillors: D. Harrison, B. Smith, N. Branston

Clerk: Marion Fox Goddard

1. Declarations of interest

None

2. Approval of Minutes from last meeting 2/10/18

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

3. CCTV Misuse

The Councillors considered this matter and unanimously agreed that Councillor Smith would talk to the employee and explain that the CCTV policy has been breached and that this would be a disciplinary matter if such misuse occur again.

4. Review of Staff Salaries¹

The Committee discussed the 'Employment Briefing E02-18/2018/9 National Salary Award' paper issued by the National Joint Council for Local Government Services. The Councillors unanimously agreed for the following pay rises be recommended to Full Council. These would be pro-rata according to employee hours from 1st April 2019. *Clerk to add to the March meeting agenda*.

5. Sickness Policy

The Councillors unanimously agreed the updates to the Sickness Absence Policy including the new Return to Work Discussion/Interview Form and the Self Certification Form. Clerk to check that the Parish Council is insured if an employee comes back to work earlier than stated on their Fit Note from their doctor.

6. Health and Safety Policy Review

The Councillors unanimously agreed that no changes are required. *Clerk to update review history on the published version.*

7. On Call Cover/2 caretakers

¹ REDACTED – Personal Information

The Committee unanimously agreed to take the Proposed Call Out System for Fernwood Village Hall – to cover call outs and emergencies document to the Full Council for approval. *Clerk to add to the March agenda and subject to its approval Clerk and Councillor Branston to review Caretaker job description.*

8. Staffing update

REDACTED² had her babies on 8/2/19. Before leaving she indicated that she is likely to want to come back to work over 3 or 4 days rather than 5, consolidating her hours. The Councillors agreed that 4 days is workable and to wait to see what is requested towards the end of the maternity leave. Clerk to organise flowers and card and let Assistant Clerk know the Council would consider consolidated hours..

9. Next Meetings

June 12th 2019 After the Planning and Strategy Committee, Small Hall, Fernwood Village Hall.

² Employee name. Permission not received to publish.