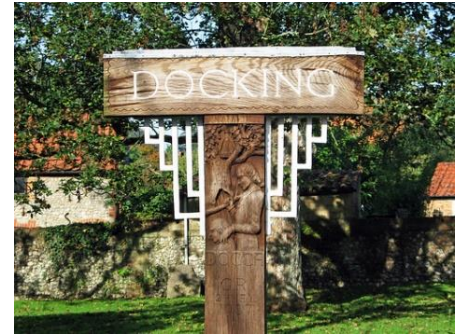


## DOCKING PARISH COUNCIL – PERSONNEL COMMITTEE MINUTES

Clerk: Mrs Michelle Wroth

Tel: 07591 514580

Email: [docking.council@outlook.com](mailto:docking.council@outlook.com)



1. Appointment of Chair – Cllr Waldie proposed Cllr Smith as Chair, Cllr Harris seconded – Decision Carried

2. Welcome

- a. Apologies for absence – All members of the committee attended the meeting, Clerk also in attendance
- b. Declaration of interest - None
- c. Approve minutes – N/A due to first meeting of the committee

3. Public Session – No members of the public present

4. Review and adopt the following procedures:

- 4.1 Antbullying and Harassment Policy – Cllr Harris proposed, Cllr Smith seconded – All in favour policy adopted
- 4.2 Equality and Diversity Policy – Cllr Harris proposed, Cllr Smith seconded – All in favour policy adopted
- 4.3 Homeworking Policy – Cllr Harris proposed, Cllr Smith seconded – All in favour policy adopted
- 4.4 Lone Working Policy – After a discussion on this policy it was decided that this would be looked at again by Chair and Clerk. **Action – Chair and Clerk to re-address and bring to June meeting**
- 4.5 Disciplinary Procedure – Cllr Harris proposed, Cllr Smith seconded – All in favour policy adopted
- 4.6 Grievance Procedure – Cllr Harris proposed, Cllr Smith seconded – All in favour policy adopted

5. Consider the risk assessments required for the Clerk role as an employee for example Workstation Risk Assessment – After a discussion it was agreed that the risk assessments needed are workstation and lone working. **Action – Clerk and Chair to schedule for these to take place and the completed assessments to be shared with the committee**

6. Consider any new equipment required for the Clerk role – It was highlighted that the Clerk would benefit from having an ergonomic chair. No other equipment is required as in place. **Action – Clerk to gather quotes and report back to committee**

**Having regard to the confidential nature of the business to be transacted, the meeting is now not open the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960**

7. Training and development of staff and appraisal setting for the year – Clerk gave an update on the current training which she is undertaking and updated the committee on the training which she has booked a place on during 2021. **Action - Clerk to check NALC's templates for appraisal procedure's and to send to committee members for a council procedure can be agreed and set**

8. Review of the Clerk's contract including hours and rate of pay – Clerk is currently not on a SPC band, a discussion took place, and it was agreed that the council would work in line with the SPC. Clerk to be placed on SPC 27 as of 1<sup>st</sup> April as this is the closest band to current rate of pay. As the role has expanded over time Clerk has been working more than the contract hours of 8 hours a week; it was agreed that the contracted hours would be temporarily increased to 12 hours a week as of 15<sup>th</sup> March and reviewed in the June meeting to see whether a permanent contract change is needed or whether the workload has eased and can return to 8. Clerk also asked if the committee would approve for her to carry one week of holiday over into 2021/22 as she has been unable to take all her leave during 20/21. All in Favour for all decisions **Action – Chair to formally write a letter to cover these changes to contract**

9. Items for inclusion in the next agenda

- Lone Working Policy
- Review Clerks hours

10. Close at 8pm

Next meeting to take place Monday 14<sup>th</sup> June 2021