

# CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE  
PARISH CLERK  
THE WILLOW CENTRE  
CRINGLEFORD  
NORWICH NR4 7JJ

---

Telephone 01603 250198

## PERSONNEL COMMITTEE

**Notes of the Meeting of the Personnel Committee held on Monday 6 November 2023 at 4pm at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.**

### **Attendees:-**

Dagmar Miller (in the Chair), Trevor Wang, Christina Fielding, Simon Chapman

In attendance - Sonya Blythe (Parish Clerk).

### **1 To receive apologies for absence / Declaration of interest.**

All Councillors were present.

No declarations of interest were made.

### **2 To approve the minutes of the last meeting from 29 August 2023**

The minutes of the previous meeting were **agreed** as an accurate record and approved.

### **3 To consider matters arising**

Actions had been completed.

Item 4. NALC had advised that staff would have to declare unspent convictions, depending on the type of conviction and on the employee's role. For example the responsible Financial Officer would need to declare financial fraud. NALC would be asked to provide a form of words around this for future staff contracts.

**Action Staff**

### **4 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).**

It was **agreed** to exclude the public from the following items.

### **5 To receive a general update on staffing matters**

None raised.

### **6 To consider the Staffing Review and Financial Implications report and agree**

## **recommendations to the Finance Advisory Group to feed into autumn budget setting**

A confidential report detailing suggested salaries, draft job descriptions and proposed staff structure were received.

The updated staff structure was considered. Further to discussion in October 2022, it was agreed that the Assistant Clerk would become line manager to The Willow Centre caretakers from April 2024. Grounds staff, office staff and The Jubilee Centre staff would be line-managed by the Clerk. The updated structure was approved. The Clerk would liaise with caretakers regarding the change. **Action Clerk**

Job descriptions for new posts were received as follows:

- Administrator (21 hours, grade 10-12),
- Caretaker (15 hours, grade 6)
- Groundsman (22 hours, currently grade 6).

The updated job description for the Assistant Parish Clerk to incorporate new responsibilities and updated hours was also received.

The role of Groundsman had been benchmarked against other Councils and it was agreed that Cringleford would struggle to recruit on the current scale. In line with neighbouring parishes, it was agreed to re-grade the post to scale 8-10. The increased scale would be applied to existing, experienced staff from 1 April 2024.

The job descriptions and grades within were approved, subject to wording amendments being made, which the Clerk would circulate. The Clerk would write a contract variation letter for the Assistant Clerk. **Action Clerk**

Further discussions were to be held with the Grounds Supervisor regarding staffing after November 2024.

It was agreed that a review of the new roles and hours would be held in November 2024 for budget setting, or earlier if required.

The scales and hours agreed above would be passed to Finance Advisory Group for budgeting.

Meeting closed at 17:50