

CRINGLEFORD PARISH COUNCIL

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

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PERSONNEL COMMITTEE

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

Attendees:-

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

In attendance - Sonya Blythe (Parish Clerk).

1 To receive apologies for absence / Declaration of interest.

Apologies were received and accepted from Dagmar Miller.

No declarations of interest were made.

2 To approve the minutes of the last meeting from 6 November 2023

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

3 To consider matters arising

Actions had been completed.

4 To consider and approve updated policies:

Equal Opportunities Policy – the policy was reviewed with updates made. It was agreed that the effectiveness of the policy would be reviewed annually by Personnel Committee.

Action – Councillors to formulate questions to be used in next annual review

Staff Handbook – the handbook was reviewed and updates made.

Lone Worker Policy – it was agreed to add the end-of-shift procedure for grounds staff into the policy.

Taking the updates into account, the policies was approved

5 To consider any other business

The Clerk reported that the new administrator had started on 5 August 2024.

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.

6 To receive a staffing and recruitment update and confirm recommendations where necessary

A staffing update was received and approved. It was noted that remaining recruitment for The Jubilee Centre (caretaker and groundsman) would be in line with the agreed budget.

Meeting closed at 16.50