



Dear Councillors Buxton, Callingham, Cox, Elson, Hall, Moore and Sellars

You are summoned to attend the next meeting of the **Personnel and Policy Committee** to be held on **Monday 9th September 2024, commencing at 3pm**. This meeting will be held in the small hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings.

Marion Fox Goddard, Balderton Parish Clerk, Tuesday 3rd September 2024

AGENDA

47. To receive apologies for absence
48. To receive declarations of interest
49. To approve the meeting for the last personnel committee meeting held on June 24th, 2024.
50. To resolve to close the meeting for discussion of exempt items 51 - 55 (Personnel related items)
51. To receive an update from the clerk on:
 - a. Recruitment – Temporary Clerical Assistant, new Attendant
 - b. Staff handbook
 - c. Staff overtime
52. To receive an update on staff sickness
53. To consider suggestion on how we manage the changing rooms
54. To discuss appraisals
55. To consider how to proceed with personnel issues (confidential)

Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 24th June 2024 at 4pm

Attendees:

Balderton Parish Councillors: Jane Buxton, Karen Callingham, Martyn Cox, Mandie Elson (left after item 34), Councillor Moore (arrived during item 39) and Joy Sellars.

Staff: Marion Fox Goddard (Parish Clerk)

32. Apologies for absence – Cllr Hall.

33. Declarations of interest – None.

34. Election of Chair and Vice Chair for this committee

Cllr Cox was elected as Chair. The decision on Vice Chair was deferred until Cllr Moore arrived - between items 39 and 40 when Cllr Moore was elected as Vice Chair.

35. Approval of the Personnel Committee minutes for May 20th, 2024

The minutes were approved as an accurate record and Councillor Cox duly signed them.

36. Consideration of the draft Guidelines for public participation in parish council meetings.

It was unanimously agreed to recommend adopting the guidelines to Full Council.

37. Consideration of the draft Financial Regulations

Clarification is still required on certain aspects of the new regulations. These will be brought to Full Council in July or September depending on progress with dual authorisation with Lloyds online banking and the updates from NALC¹.

38. Resolution to close the meeting to the public

The meeting was closed due to consideration of staffing matters.

39. Draft Contracts provided by Worknest

The committee scrutinised the contracts, updated the sections where there were options to choose from (to make applicable to our council) and agreed to recommend use of the contracts for future employees to Full Council.

40. Draft Handbook provided by Worknest

The committee scrutinised the handbook, updated the sections where there were options to choose from (to make applicable to our council) and agreed to recommend to Full Council the introduction of the handbook going forward.

41. Complaints

The policy was discussed, and a plan of action was agreed taking into council's vexatious complaints policy.

42. Update regarding an issue raised by a member of staff

The committee agreed how to proceed.

43. Staff sickness and temporary assistance

A summary of sickness data was provided to members and the committee agreed to recommend to full

¹ National Association of Local Councils

council recruiting a temporary clerical assistant (3 months).

44. Health and Safety Policy

The committee agreed to recommend the draft policy to Full Council.

45. Staff meeting

The attendees were agreed – Availability to be given to the clerk as soon as possible so a date can be set.

46. Staff Overtime

The committee agreed to make a recommendation to Full Council.

Meeting closed at 7.30pm

DRAFT