



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on 30th September 2021
via Zoom**

Present: Parish Councillors: D. Harrison, H. Micah, B. Smith (Chair)
Clerk: Marion Fox Goddard

1. Approval of Minutes from last meeting 25/3/21

The Personnel Committee minutes from the previous meeting were unanimously approved as an accurate record.

2. Matters Arising

Full Council approved the Councillor Training Plan in April 2021. We have a hazardous substances sign off sheet for staff using such substances to sign to confirm they have read and understood the instructions. The Clerk has submitted the final module of her CiLCA qualification. No work has been done yet on staffing requirements for new developments as we have no information from third parties as to when this will impact on the Parish Council. A long service certificate has been prepared in readiness for next February when Malcolm will have served the Parish for 10 years.

3. Documentation Review

The Committee agreed to make no changes to the following documents and asked the Clerk to take this to Full Council for a decision:

- a. Sickness Absence Policy
- b. Grievance and Disciplinary Policy
- c. Antibullying and Antiharassment Policy
- d. Relationships between Councillors and Council Employees
- e. Flexible working policy
- f. Management of stress in the workplace policy
- g. Capability procedure

4. Training Update

- a. Councillor Micah completed the electronic training course: introduction to planning.
- b. Councillor Smith has attended refresher Chairman training.
- c. Clerk attended Conduct Issues and Employee Relations Training in April and the recording of this was shared with all Councillors to watch. This was discussed after the June Parish Council meeting.
- d. The Caretaker has successfully completed online on:
 - i. Manual Handling
 - ii. Fire Warden
 - iii. COSHH

The Clerk has successfully completed online training on display screen equipment. Through this course, the Clerk has learnt that as an employer, the Council by law 'must arrange an eye test for [display screen equipment \(DSE\) users](#) if they ask for one, and provide glasses if an employee needs them only for DSE use.

Clerk to write a policy for this for approval of Full Council.

Clerk to complete the following online training asap

- a. Fire Warden
- b. Managing Health and Safety

5. Staffing Review

The Clerk reported that additional demands from new projects and other demands of the role leads her to believe now is the time to consider taking on an administration assistant to take on tasks such as bookings administration, invoicing and producing the Gazette. The committee agreed this would be a good idea.

Clerk to prepare a paper including a job description and Person specification in liaison with the Personnel Committee, to be approved by Full Council. Recruitment to follow.

Clerk to contact other local Councils to try to find some comparative data on staffing/services provided.

Meeting closed at 20:00

Next Scheduled* Meeting: Wednesday, 23 March 2022 Small Hall, Fernwood Village Hall.

* Additional meetings of the Personnel Committee will be held to recruit a new member of staff. These will be organised once Full Council has approved the post.