

July 2023 Personnel Committee meeting minutes

6:00 pm - 6:55 pm, Wednesday 5 July 2023

Conference Room, Gilberdyke War Memorial Hall

In attendance:

Councillor Buckle, Councillor Newsome, Councillor Taylor-Dunn (Chair), Jake Wilde (Parish Clerk).

The Chair opened the meeting.

1. To agree: Apologies received

Councillor Bryan had sent his apologies by text to the Clerk, but this was not noticed at the time of the meeting.

2. Declarations of interest

None.

3. The Committee agreed unanimously to recommend that the Parish Council agree that the council's existing policies for employees be adapted to cover volunteers, in particular:

- Bullying and Anti-harassment policy
- Data Protection of Staff Records Policy
- Equality and Diversity Policy
- Health and Safety Policy

and that the Clerk produce a draft of the above for agreement at the next Parish Council meeting.

4. The Committee agreed unanimously to recommend that the Parish Council agree that the Council's Equal Opportunities Statement be amended to include volunteers and that the Clerk produce a draft for agreement at the next Parish Council meeting.

5. The Committee agreed unanimously to recommend that the Parish Council agree that a Code of Conduct for volunteers be agreed to include the following (adapted from the code used by the charity Education and Employers:

- Be a good role model with behaviour and an attitude that are in line with our values and ethos
- Be friendly, courteous and kind at all times
- Treat everyone with dignity and respect in accordance with our Equality and Diversity Policy
- Respect other people's privacy and boundaries
- Communicate with others in an open and respectful way
- Be responsible and accountable in the way you carry out your role
- Not act fraudulently or dishonestly or do anything that brings, or is likely to bring Gilberdyke Parish Council into disrepute

and that the Clerk produce a draft of the above for agreement at the next Parish Council meeting.

6. The Committee agreed unanimously to recommend that the Parish Council agree the Job Description and Person Specification for the role of Streetscene Worker

7. The Committee agreed unanimously to recommend that the Parish Council agree that, to assist the ongoing development of the Gilberdyke Parish Council Youth Project, a further employee be recruited on the following basis:
- For the post of Youth Project Support
 - SCP Pay scale 5 or 6 depending on experience
 - To work hours as required
8. The Committee agreed unanimously to recommend that the Parish Council agree:
- a) The creation of the role of Jubilee Pond Bailiff as outlined in the attached Role Description and Person Specification.
 - b) That such a role should be voluntary.
 - c) That two volunteers are sought for the role.
 - d) That a stipend of £50 per annum be paid to each volunteer.
 - e) That the role is subject to the same processes and procedures as all other Parish Council voluntary roles.
 - f) That any and all current arrangements are terminated with immediate effect.
 - g) That volunteers are sought for the role immediately
 - h) That the Personnel Committee manage the vacancy filling process in accordance with the Parish Council Recruitment Policy & Procedure.
9. To agree: That the Personnel Committee agree the Clerk's Report of Staff Appraisals for 2022/23
Due to time constraints the Committee agreed to defer this item to the next Committee meeting.
10. To agree: The Clerk's Appraisal for 2022/23
Due to time constraints the Committee agreed to defer this item to the next Committee meeting.
11. To note: Time, date and location of the next meeting
7:00 pm, Monday 16 October 2023, Conference Room, Gilberdyke War Memorial Hall
Noted.

To be signed as a true and accurate record by the Chair

Print name

Date
