

POCKLINGTON TOWN COUNCIL

PERSONNEL COMMITTEE

A Personnel Committee (PC) meeting was held on Wednesday 12TH June 2019 which commenced at 6.00pm at the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

Present: Cllrs M Cooper (MC), R Hodgson (RH), I Madden (IM), J Pink (JP) and the Deputy Town Clerk (CF).

1. To accept apologies for absence.

No apologies.

2. To appoint a Chairman to the Personnel Committee.

RH proposed IM for Chairman, JP seconded and all agreed.

3. Declarations of interest. To record declarations of interest by any member of the committee in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllr Cooper declared a non-pecuniary interest in Item 6 due to being a member of PACMT.

4. To review documents and procedures relating to an historic grievance brought by a staff member.

Members of the PC had reviewed all information available to them and the following points were raised:

- The Staff Handbook should be reviewed and any queries from members of staff dealt with by the PC in a timely manner.
- Clarification needed that the Staff Handbook forms part of an employee's Contract of Employment and also that they do not contradict each other.
- The PC acknowledged that the staff are the biggest asset the Town Council has.
- The Accounts System change decided by Council should have been communicated in a more effective way to staff.
- MC had accepted the review panel's report carried out by the previous Council but was concerned that it had not been investigated in the correct manner.
- The PC to ensure that proper procedures are in place to deal with any issues whether they be from staff or Councillors.
- The staff member had received no communication regarding the grievance or meetings attended. The matter has not yet been closed.

5. To discuss best practice and policy improvements for the future with employee representatives.

After a lengthy discussion the following points were put forward:

- Any member of staff attending a PC meeting should be sent a copy of the Minutes. CF had explained that the Minutes should be a record of the decisions taken and not a verbatim record of discussions.

- Standing Orders, Staff Handbook and Contracts of Employment to be reviewed to ensure any contradictions are resolved. To be on next PAC staff meeting Agenda.
- A member of the PC should be allocated to the member of staff to give feedback and clarify any issues that arise.
- Timescale for any issues raised should be set depending on the complexity of the situation.
- Communication between staff members and routes to Councillors to be improved. Any member of staff should be made to feel comfortable and able to approach any member of Pocklington Town Council with any issues.
- PC to have an 'Open Forum' periodically at meetings for staff members to discuss any issues/queries.

6. To discuss and agree a final resolution of the historic grievance.

The staff member is happy that matters can now be brought to a conclusion. The PC apologised for the delay in resolving the situation. CF to draft a letter to members of staff involved and send to IM for approval. Letter to be sent by 19th June.

7. To agree a timetable for improvements.

Review in six months.

8. Date and time of next meeting.

Next meeting to be held on the 24th July 2019 at 6.00pm. Meeting closed at 7.04pm.