

## Report on Personnel Committee June 2020

Members of the Committee: Toni Wisbey (Chair), Pam Cane, Kamal Ivory, Dennis Merritt

A Q&A is available to review at: <https://www.stradbrokepc.org/personnel-committee>

Councillors reviewed and amended the following policies/procedures:

### A. Complaints Procedure

A short paragraph was added to highlight that this procedure is for the use of members of the public.

The amended procedure is recommended for adoption.

### B. Grievance & Disciplinary Procedure

This has been split in two documents.

Following legal advice received, NALC issued new versions of these policies.

The Parish Council is recommended to adopt the Grievance Policy and Disciplinary Policy without amendment.

### C. Bullying & Harassment Policy

This has been split into two policies:

#### 1. Anti-Harassment & Bullying Policy (Staff)

This policy was updated by NALC following legal advice.

The Parish Council is recommended to adopt the policy without amendment.

#### 2. Anti-Harassment & Bullying Policy (Non Staff)

The Council's original policy has been amended to remove mention of staff (as they are now covered above).

TW proposes the amended policy for adoption.

### D. Health & Safety

2<sup>nd</sup> section has been amended with the word "contractors" removed.

Amended policy is recommended for adoption.

### E. Training & Development Policy

TW proposes that the Council adopt this new policy.

There was debate over the wording of section 2.2 with regards to **new** councillors/staff.

The policy, as written, has been agreed by the Chair of the Committee, Toni Wisbey.

Members of the Committee have been advised to propose any alternative wording as an amendment at the full Council meeting.

- F. Councillors also reviewed a new Risk Assessment form regarding works undertaken by Councillors or volunteers on behalf of the Parish Council. The form will be submitted to the Finance Committee for review as part of the annual Risk Assessment review. A copy is available to view on the Personnel Committee page of the Parish Council's website: <https://www.stradbrokepc.org/personnel-committee>

18<sup>th</sup> May 2020