



# Pinchbeck Parish Council

## Personnel Committee

**Minutes of meeting held 19:00hrs, Monday, 21 July 2025, at  
The Hub, 48 Knight Street, Pinchbeck, PE11 3RU.**

**Present:** Cllr Geoff Garner, Cllr Ann Savage (from 19:12pm), Cllr John Smith, Cllr Oliver Wood, Mr Robert Smith (clerk), Mrs Nicola Jowett (Admin Assistant).

**Absent:** Cllr Audrey Gregory.

*In accordance with the Committee's terms of reference, the meeting was held in closed session due to reasons of confidentiality under the Public Bodies (Admission to Meetings) Act 1960 s.1(2).*

- 25.01. It was **resolved** to elect Cllr Wood to chair the meeting due to the delayed arrival of Cllr Savage.
- 25.02. Apologies for absence were received from Cllr Jeffery.
- 25.03. There were no declarations of disclosable interest nor requests for dispensation.
- 25.04. It was **resolved** to approve the minutes of the meeting held on 9 September 2024.
- 25.05. Staff documentation.
  - 01. Outside worker employment contracts.
    - i. It was **resolved** to approve revised employment contracts for the Parish Council's outside workers, incorporating proposed amendments. The contracts were to be implemented as soon as practicable.
  - 02. Outside worker job descriptions.
    - i. It was **resolved** to approve the updated job descriptions for the outside workers, incorporating job title changes. To be implemented with the employment contracts.
  - 03. Matters relating to outside workers job schedules were resolved appropriately.
  - 04. Use of Croner HR system.
    - i. The Clerk reported that an HR audit was scheduled for September 2025 and outlined ongoing work to integrate current practices into the Croner system.
- 25.06. Council Policies.
  - 01. It was **resolved** to recommend the following policies to Full Council for adoption:
    - i. Staff Training & Development Policy (as circulated)
    - ii. Staff Grievance & Disciplinary Procedure (as circulated)
    - iii. Hybrid Working Policy, amended to remove references to individual staff members
    - iv. IT & Equipment Policy (as circulated).
- 25.07. Office Administration.
  - 01. It was **resolved** to recommend proposed staff expense contributions to Full Council:
- 25.08. Personnel Risk Assessments.
  - 01. It was **resolved**:
    - i. That office staff complete self-assessments of their display screen equipment (DSE) setups at both home and office locations
    - ii. That further research be undertaken into home office risk assessments

**20:37hrs Cllr Smith left the meeting.**

25.09. Staff appraisals

01. It was **resolved** to schedule staff appraisals for October 2025, with the intention of implementing six-monthly reviews thereafter.

25.10. Agenda items for future meetings.

01. Annual Salaries Budget – to be reviewed in October 2025

25.11. It was **resolved** to hold the next meeting 18:00hrs, Monday 13 October 2025.

*The chair closed the meeting at 21:02hrs.*