

Personnel Committee recommendations (revised)

The Parish Council's Personnel Committee met on 5 July 2023 and agreed to make the following recommendations to the Parish Council:

1. 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 Policyand that the Clerk produce a draft of the above for agreement at the next Parish Council meeting.
2. 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.
3. 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 disreputeand that the Clerk produce a draft of the above for agreement at the next Parish Council meeting.
4. 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
5. 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. (REMOVED)~~
 - 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.