

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE PERSONNEL COMMITTEE  
HELD AT 6.00PM WEDNESDAY 7TH APRIL 2021  
VIA THE ZOOM PLATFORM**

**Present:** Cllr S Watson (Chairman), R Rutland, M Patterson, R Turnbull.

**In Attendance:** J McGeeney, Town Clerk.

1. **Apologies for absence:** None
2. **Declarations of Interest:** None
3. **Review of Council Policies:** The Policy Committee requested that Personnel Committee review the following Town Council Policies:-
  - Complaints Procedure
  - Grievance Procedure
  - Persistent and Vexatious Complaints and Correspondence
  - Protocol between Councillors and Council Employees

**Complaints Procedure Policy** – Councillors identified areas within the current policy in need of review. These amendments would be incorporated and presented to the Policy Committee for comment prior to its referral to Town Council for approval. It was suggested that all Town Council Policies should include a hyperlink to other relevant policies and review dates should be incorporated.

**Grievance Procedure Policy** - It was felt that the current Grievance Procedure lacked reference to the Appeals Panel and a full rewrite of the procedure was required. Cllr Turnbull and the Town Clerk would undertake this task and present to a future meeting.

It was AGREED that the other two policies identified above would be considered at the next meeting of the committee.

The meeting closed at 7.20pm