

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 21ST MARCH 2022 COMMENCING AT 7.30PM**

Present: Councillors Mr J Roberts (Chair), Mr J Selley (Vice-chair), Mrs B Thomas, Mr N Day and Mr J Paxton (ex-officio)

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

21/592 APOLOGIES FOR ABSENCE – There were none

21/593 SPECIFIC DECLARATIONS OF INTEREST – None Received.

21/594 MATTERS ARISING

The April 2021 Cost of Living pay rises have now been applied and back pay calculated for payment in March salaries.

The Full time Groundsman has started his mid-season working hours from 6th March to 7th May (37hrs per week). He will then move to peak season from 8th May.

HMRC have requested that staff payslips should include the following message during 2022/23, to explain the increase in National Insurance contribution:

“1.25% uplift in NICs funds NHS, health & social care”.

The payroll software will be updated accordingly.

21/595 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 6TH DECEMBER 2021

A copy of the minutes was provided to all members ahead of the meeting. A correction of the date under 21/383 in respect of the Union ballots was required. Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 6th December 2021, **SECONDED** by Councillor Selley **with three in favour and two abstentions**.

21/596 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 21/597 to 21/600 (Standing Order 67). “That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

Councillor Roberts **PROPOSED** the above resolution be passed, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. There were no members of the press or public present.

21/597 TO CONSIDER AND RECOMMEND INCREMENTAL PAY RISE FOR GROUNDSMAN

The Groundsman was recruited in July 2020 at the lower end of the LC1 substantive benchmark range in view of his lack of recent experience and qualifications. Over the last 18months he has completed his training and proved himself to be very capable, skilled, committed and enthusiastic. He has saved the Council the cost of engaging a contractor to undertake work on several occasions and is an asset to the Parish Council, representing it well within the Community. After discussion, Councillor Roberts **PROPOSED** that the Groundsman should be moved to [REDACTED] with effect from 1st April 2022, with an additional move to [REDACTED] in July on the anniversary of his start date. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

21/598 TO CONSIDER AND RECOMMEND THE MILEAGE RATE FOR STAFF

As raised at the Full Council meeting in January, the Full-Time Groundsman is paid mileage at 0.601p per mile. This is detailed in his contract as ‘essential user’ rate. It reflects the use of his personal vehicle for Parish Council work.

The rate was as agreed by NJC/NALC as at 1st April 2009 and is now historic. Revised rates were issued in 2010 but nothing since, according to the NALC website. It is also unclear how the rate was previously agreed as the ‘Essential User’ details are different – the 0.601ppm is shown as ‘Casual User’ rate. After reference to BATPC and the NALC template expenses policy, they both now reflect the standard HMRC mileage rate of 45p per mile.

Following discussion, it was agreed that the situation should be corrected but without causing any additional out of pocket expense to the Groundsman. Councillor Roberts **PROPOSED** that mileage should be paid to all staff at HMRC Standard rate with effect from April 2022, [REDACTED]

[REDACTED]. This was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

ACTION – Clerk, with the assistance of Councillor Roberts, to issue an amendment to the Groundsman’s contract to reflect this change.

21/599 UPDATE REGARDING THE GROUNDS WORKER APPRENTICESHIP SCHEME

The Clerk has done some initial investigation regarding offering an apprenticeship scheme. The scheme would have to provide on-the-job training plus at least 20% of working hours off-the-job training (plus Maths/English qualification training if not already held). 100% of training costs would be covered by the Government. In addition, there is currently an incentive scheme which offers employers £3k for taking on an apprentice aged 16-18. The minimum wage for an apprentice is £4.81ph from April 2022. Shuttleworth College offer Horticulture and Landscape courses that could be suitable.

Taking on an apprentice would create additional work for the staff in supervising the person so there would need to be enough benefit in them undertaking tasks to offset the training commitment and time impact.

Alternatively, the Council could offer T-level work experience to a young student to help give practical experience.

ACTION – Clerk to investigate the T-Level option and provide further details at the next meeting.

21/600 TO REVIEW THE STAFF POLICIES AND RECOMMEND UPDATES AS APPROPRIATE

Several staff policies were adopted in 2020 and are now due for their bi-annual review. Copies of the following policies were provided to all members ahead of the meeting for consideration:

Disciplinary Policy, Grievance Policy, Anti-harassment and Bullying Policy, Expenses Policy, Sickness Policy, Bereavement Policy, Lone Working Policy, Equal Opportunities Policy and Equality and Diversity Policy.

Following the review, it was agreed that all policies remained effective.

It was further agreed to amend the Expenses Policy to reflect the mileage allowance approved under 21/598. This will be updated and adopted at the next Full Council meeting.

ACTION – Clerk to investigate introduction of Home-working/hybrid-working and Flexible-Working policies.

21/601 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

The Clerk requested approval to attend a BATPC online Training workshop on Contracts and Procurement processes. Places are limited on first come basis and cost £30 per delegate.

Councillor Roberts **PROPOSED** approval of the cost of £30 for the Clerk’s training,

SECONDED by Councillor Selley and **UNANIMOUSLY CARRIED**. This will be retrospectively approved at the next Full Council meeting.

The meeting closed at 8.50pm.