

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE  
ON MONDAY 3<sup>rd</sup> OCTOBER 2022 COMMENCING AT 9.02PM**

Present: Councillors N Day (Vice-chair), Mrs B Thomas and Mrs G Widdowfield  
(Councillor Mr J Roberts attended as a guest online via Zoom)

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**22/179 APOLOGIES FOR ABSENCE** – Councillors Mr J Selley and Mr J Roberts (unable to attend or vote in person)

**22/180 SPECIFIC DECLARATIONS OF INTEREST** – There were none.

**22/181 MATTERS ARISING**

The Clerk gave an update on the latest Local Government Pay 2022/23 offer. The NJC Unions are currently considering this offer, with consultations running until late October. A further update will then be provided. It was acknowledged that there is insufficient budget provision for the increase proposed and so it will need to be covered from General Reserves.

Following discussion at the last meeting, the Clerk has investigated Apprenticeships further. Unfortunately, due to the high cost of the workshop, the Clerk did not attend the online training regarding T Levels to support the workforce. However, the Clerk has investigated the basics of these new qualifications. They are the equivalent of 3 A-Levels for 16-19yr olds, with 80% study and 20% workplace learning – i.e. 9wks work experience. As agreed at the meeting in March – it is not appropriate for the Parish Council to take on an apprentice/student at the current time.

As requested at the meeting in March, the Clerk has investigated a Flexible working Policy. A template is available from NALC and this will be reviewed at the next meeting.

**22/182 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> JUNE 2022**

A copy of the minutes was provided to all members ahead of the meeting. Councillor Day **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 8<sup>th</sup> June 2022, **SECONDED** by Councillor Thomas **with 2 in favour and 1 abstention**.

**22/183 EXEMPT BUSINESS –**

Resolution to exclude members of press and public from debate on agenda items 22/184 to 22/186 (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”.

There were no members of the press or public present.

**22/184 TO CONSIDER AND APPROVE RECRUITMENT OF ADDITIONAL PART-TIME GROUNDS PERSON**

At the September Full Council meeting, additional support for the Groundsman was discussed in view of his heavy workloads. Members discussed the use of in-house employees versus using contractors and agreed there is sufficient work to take on a new employee. Delegated authority was approved for the Pay & Personnel Sub-committee to recruit, on behalf of the Council, a part-time grounds person, up to a maximum of 15hours per week. The Clerk and Councillor Roberts have reviewed and provided a suitable job description, person specification and job advertisement. Following discussion, Councillor Day **PROPOSED** that the new role be advertised as soon as possible, in line with the documents prepared, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. In the meantime, the former retired Groundsman is continuing to assist with workloads 8hrs per week on a temporary basis.

**22/185 TO ACKNOWLEDGE AND APPROVE THE ANNUAL APPRAISALS FOR THE STAFF**

The Staff annual appraisals have now been held. The Clerk undertook appraisals for the Assistant Clerk, Groundsman, Part-time Groundsman and two Playground Key Holders. Copies of the paperwork were available for Members for review. Councillor Roberts confirmed the structure and comments gave a comprehensive summary of the staff performances over the past 12 months. Due to work pressures, the Clerks appraisal is still outstanding and will be undertaken by the middle of October. The completed appraisals were acknowledged.

**ACTION – Councillors to consider greater use of working groups to assist with projects to help ease the pressure on staff.**

**22/186 TO CONSIDER AND RECOMMEND THE PAY REVIEW FOR ALL STAFF IN LINE WITH CONTRACT TERMS**

Following the annual appraisals, the performance-based pay awards were then reviewed. The Clerk provided a summary of existing and proposed ranges for each staff member for consideration. As previously mentioned, the 'Cost of Living' rises will be back dated to 1<sup>st</sup> April, once the rates have been approved nationally.  
After consideration and debate, Councillor Day **PROPOSED** the following pay recommendations, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**:

**Clerk** – Review deferred pending completion of the appraisal process.

**Assistant Clerk** – [REDACTED]

**Grounds/Facilities Management Person** – [REDACTED]  
[REDACTED]

**Part-time Groundsman** – [REDACTED]  
[REDACTED]

**Play Area Keyholders** – [REDACTED]  
[REDACTED].

**22/187 TO REVIEW AND RECOMMEND THE STAFF TIME OFF IN LIEU POLICY**

The Policy introduced in 2018 is now due for its bi-annual review. No amendments were required. After review, Councillor Day **PROPOSED** recommendation of the reviewed Policy, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

**22/188 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

None.

The meeting closed at 9.48pm.