

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE  
ON MONDAY 31<sup>ST</sup> OCTOBER 2022 COMMENCING AT 9.26PM**

Present: Councillors Mr J Roberts (Chairman), Mr N Day (Vice-chair) and Mrs B Thomas

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**22/253 APOLOGIES FOR ABSENCE** – Councillors Mr J Selley and Mrs G Widdowfield

**22/254 SPECIFIC DECLARATIONS OF INTEREST** – There were none.

**22/255 MATTERS ARISING**

The temporary Part-time Groundsman has been helping the Groundsman over the past couple of months, as agreed. Members agreed to extend his contract until the end of November, pending recruitment of a permanent Part-time Groundsman (see agenda item 22/260).

**22/256 EXEMPT BUSINESS –**

Resolution to exclude members of press and public from debate on agenda items 22/257 to 22/260 (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.

**22/257 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 3<sup>RD</sup> OCTOBER 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 3<sup>rd</sup> October 2022, **SECONDED** by Councillor Thomas **with 2 in favour and 1 abstention**.

**22/258 TO ACKNOWLEDGE AND APPROVE THE ANNUAL APPRAISAL FOR THE CLERK**

The Chairman has now undertaken the Clerks annual appraisal. A copy of the paperwork was made available to Members for review. Councillor Roberts confirmed the structure and comments gave a comprehensive summary of the Clerks performance over the past 12 months. Councillor Roberts **PROPOSED** acknowledgement and approval of the Clerks appraisal, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

**22/259 TO CONSIDER AND RECOMMEND THE PAY REVIEW FOR CLERK IN LINE WITH CONTRACT TERMS**

Following the annual appraisal, the performance-based pay award for the Clerk was then reviewed. A summary of the existing and proposed range was provided for consideration. After debate, Councillor Roberts **PROPOSED** [REDACTED], **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

**22/260 UPDATE REDARDING THE RECRUITMENT OF ADDITIONAL PART-TIME GROUNDS PERSON**

Applications have now been received from potential candidates – the Clerk provided a brief overview. Councillor Selley and the Clerk will undertake interviews on 2<sup>nd</sup> and 3<sup>rd</sup> November. Members agreed that the Full-Time Groundsman should undertake a walkabout with the prospective candidates before a final decision is made.

In the meantime, Councillor Thomas **PROPOSED** that the temporary Part-time Groundsman should be kept on until the end of November, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

**22/261 TO REVIEW AND RECOMMEND A FLEXIBLE WORKING POLICY**

As requested at the meeting in March, the Clerk has investigated a Flexible working Policy. The template from NALC has been use as a basis and this has been reviewed and amended to suit by the Clerk and Councillor Roberts. After review, Councillor Roberts **PROPOSED** to recommend the new Flexible Working Policy v1.1, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

**22/262 UPDATE REDARDING THE NJC PAY AWARD**

The NJC Unions are still considering the offer, with consultations running until late October. A further update is expected after 1<sup>st</sup> November.

**22/263 TO CONSIDER AND RECOMMEND THE PARISH OFFICE CLOSURE DATES FOR THE CHRISTMAS PERIOD**

Councillor Roberts **PROPOSED** the recommendation that the two additional statutory holiday days for staff would be 28<sup>th</sup> and 29<sup>th</sup> December 2022. Staff to have the choice if they wish to take holiday on Friday 30<sup>th</sup> December or work. The Parish Office closure dates will be advised to the public in advance via notices, website and social media. This was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

**22/264 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

None.

The meeting closed at 9.53pm.