

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 2ND OCTOBER 2023 COMMENCING AT 7.31PM**

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

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

23/207 APOLOGIES FOR ABSENCE – There were none.

23/208 SPECIFIC DECLARATIONS OF INTEREST – There were none.

23/209 MATTERS ARISING

The Clerk gave an update on the latest Local Government Pay 2023/24 offer. The NJC Unions are currently considering this offer, with consultations running until late October. A further update will then be provided.

The Health Assured Employee Assistance Programme contract has been confirmed over 3years (payable annually). Details have been emailed to all staff and Councillors.

23/210 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 5TH DECEMBER 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 5th December 2022, **SECONDED** by Councillor Thomas **with 3 in favour and 2 abstentions**.

23/211 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 23/212 to 23/216 (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.

23/212 TO ACKNOWLEDGE AND APPROVE THE ANNUAL APPRAISALS FOR THE STAFF

The Staff annual appraisals have now been held. The Clerk undertook appraisals for the Groundsman, two Part-time Groundsmen and two Playground Key Holders. The Vice-Chair of Pay & Personnel Sub-Committee undertook the Clerks and Assistant Clerks Appraisals. Copies of the paperwork were available for Members for review. Councillor Day confirmed the comments gave a comprehensive summary of the staff performances over the past 12 months and thanked the Clerk and Councillor Mikkelson. The completed appraisals were acknowledged.

Members discussed the Appraisal process and agreed that it should be reviewed to ensure it is fit for purpose going forward.

ACTION – Councillor Mikkelson to review the Appraisal process and report back at the next Committee meeting.

23/213 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 1st April, once the rates have been approved nationally.

The Clerk left the meeting at 8.12pm and rejoined at 8.20pm

Councillor Mikkelson **PROPOSED** to undertake an evaluation of each job role and report back at the next meeting, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

After consideration and debate, Councillor Day **PROPOSED** the following pay recommendations, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**:

Clerk – [REDACTED].

Assistant Clerk – [REDACTED].

Grounds/Facilities Management Person – [REDACTED].

Part-time Groundsman (IN) – [REDACTED]
[REDACTED].

Part-time Groundsman (JP) – [REDACTED]
[REDACTED].

Play Area Keyholders – [REDACTED]
[REDACTED].

- 23/214 TO REVIEW AND APPROVE THE TRAINING & DEVELOPMENT POLICY**
The Clerk has reviewed the current policy and recommended only a minor change, as highlighted. After review, Councillor Day **PROPOSED** approval of the reviewed Policy, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
- 23/215 TO CONSIDER AND APPROVE COSTS OF TRAINING FOR GROUNDS STAFF**
Following the Annual Appraisals, several training needs were discussed with the Grounds staff. The Full-time Groundsman is also due to renew his First Aid Training in December. Councillor Day **PROPOSED** that the Grounds staff all undertake Emergency First Aid Training, to include use of the AED Defibrillator, at a cost of £495 from St John's Ambulance, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**. The cost will be paid from General Reserves if the Training Budget has been exceeded.
Further training for safe use of mowers and hedge cutters will be reviewed in March, ahead of the Spring maintenance programme, and a budget will be agreed to cover this for 2024/25.
ACTION – Clerk to investigate cost for training to be included in the Budget review in November.
- 23/216 TO CONSIDER AND APPROVE COST FOR STAFF FLU VACCINATIONS**
The Office staff and Full-time Groundsman do not qualify for the Flu vaccination this year (<65yrs), having had it for the last few years due to Covid precautions. Councillor Day **PROPOSED** to reimburse staff £12 towards the cost of a Flu vaccine, upon presentation of valid receipt, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**. This will be funded from the Health & Safety budget and will help to ensure the operation of the Parish Council.
- 23/217 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**
None.

The meeting closed at 8.38pm.