

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 4th DECEMBER 2023 COMMENCING AT 7.27PM**

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

In attendance: C Callen (Clerk)

Minutes: C Callen

23/335 APOLOGIES FOR ABSENCE – There were none.

23/336 SPECIFIC DECLARATIONS OF INTEREST – There were none.

23/337 MATTERS ARISING

The Local Government Pay award was confirmed on 3rd November and all relevant staff have now received their back pay in their November Salaries. The £1925 FTE increase has been applied.

Due to work pressures and staff absences, Councillor Mikkelson has not been able to meet with the staff to discuss their feedback on the Appraisal process. This will be completed in the New Year and discussed at the next meeting.

The Clerk has obtained guidance from The Society of Local Council Clerks on job evaluation criteria. Following discussion it was agreed to review this again in 12months time.

23/338 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2nd OCTOBER 2023

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 2nd October 2023, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

23/339 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 23/340 to 23/341 (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.

23/340 TO RETROSPECTIVELY APPROVE THE ADDITIONAL LABOUR COSTS FOR WHITE-LINING THE SPORTS PITCHES

One of the part-time groundsmen has broken his arm and is off work until Christmas. The full-time groundsman is currently white-lining the football pitches each week and the weekend football is being covered by the two groundsmen as overtime.

When the Full-time groundsmen was on holiday from 16-23rd November, the retired groundsman was asked to cover the white-lining to ensure that the markings were kept for the weekend football. He was paid [REDACTED] for the 4hours work he undertook. Councillor Day **PROPOSED** retrospective approval of the [REDACTED] labour cost payment, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

Members considered the outstanding holiday due to the part-time groundsman up to the end of the year. It was agreed that this could be carried forward to 2024. If he is unable to undertake his manual duties, then he should remain signed off by the doctor until he is fit to return to work.

23/341 REVIEW OF SUB-COMMITTEE EXPENDITURE FOR 2023/24 AND TO CONSIDER AND RECOMMEND DRAFT BUDGETS FOR 2024/25

Details of the year-to-date and year-end forecast figures were provided ahead of the meeting. The projected year-end spend figure is £137,852, following the 2023/24 pay award being applied, and including the payment of staff overtime reflecting the projects and events that have been undertaken during the year. This is against a Budget of £136,490.

No indication has yet been received for the 2024/25 Pay Award, so an assumption that a similar increase process will be applied as in 2022/23 and 2023/24 has been used to calculate the Budget required for 'cost of living' rise to the NJC spine rates – i.e. £1 increase to each hourly rate. The planned increase to the National Living Wage has also been applied, where appropriate.

Following discussion, it was agreed that realistic assumptions have been made with regards to the total salary costs. Therefore, Councillor Day **PROPOSED** the recommendation of the draft 2024/25 Pay & Personnel budget, with a £147,150 sub-committee precept. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

23/342 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

None.

The meeting closed at 7.54pm.