

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE  
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE  
ON FRIDAY 23<sup>rd</sup> FEBRUARY 2024 COMMENCING AT 4.00PM**

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

Minutes: J Mikkelson

**23/465 APOLOGIES FOR ABSENCE** – There were none.

**23/466 SPECIFIC DECLARATIONS OF INTEREST** – There were none.

**23/467 MATTERS ARISING**

The Part-time Groundsman has returned to work having been assessed as fit to work. The Clerk has agreed a phased return so that he is not required to mark the pitches in one session and is reviewing his workload on a weekly basis.

Re: **minute 23/212** - Councillor Mikkelson confirmed that a meeting with the staff to discuss their feedback on the Appraisal process remains outstanding.

**23/468 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> DECEMBER 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 4<sup>th</sup> December 2023, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

**23/469 EXEMPT BUSINESS –**

Resolution to exclude members of press and public from debate on agenda item 23/470 (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.

**23/470 TO CONSIDER THE STAFF JOB EVALUATIONS AND AGREE WAY FORWARD**

As agreed at the meeting in October (23/213), Councillor Mikkelson has now undertaken a review of the staff job grading in conjunction with the Clerk. A briefing note and supporting papers were provided ahead of the meeting.

A detailed discussion was then held, with questions raised by all members present, to clarify the evaluation work undertaken.

Following the discussion, Councillor Day **PROPOSED** acceptance of the job evaluation reviews relating to the Assistant Clerk, Grounds/Facilities Management Person and Part-time Groundsmen, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

Councillor Selley then **PROPOSED** acceptance of the revised job evaluation and grading relating to the Clerk, **SECONDED** by Councillor Paxton **with 4 in favour and 1 against**.

**ACTION – Revised letter and Contract to be issued to the Clerk, as agreed.**

Councillor Day **PROPOSED** a full HR Audit be undertaken to review existing staff contracts, job descriptions, Policies and allowances against the NJC conditions of service, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

**ACTION – Councillor Mikkelson to undertake the HR Audit, supported by the Clerk, and to report back to the Sub-committee any anomalies at the next meeting.**

**Meetings to be arranged with all staff to advise on the above decisions.**

**23/471 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA** – None.

The meeting closed at 5.35pm.