

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON FRIDAY 19th JULY 2024 COMMENCING AT 2.15PM**

Present: Councillors J Mikkelson (Chair), J Selley (Vice-chair), G Gardner and J Paxton (ex-officio)

Minutes: C Callen

24/112 APOLOGIES FOR ABSENCE – There were none received.

24/113 SPECIFIC DECLARATIONS OF INTEREST – There were none.

24/114 MATTERS ARISING

Update re Pay Award 2024/25 – The NJC pay offer is £1290 increase on NJC Pay Points 2-43 inclusive. This is being considered by the Unions – both UNISON and UNITE members have voted to reject this offer.

[REDACTED]

24/115 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 23rd FEBRUARY 2024

A copy of the minutes was provided to all members ahead of the meeting. Councillor Mikkelson **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 23rd February 2024, **SECONDED** by Councillor Selley **with 3 in favour and 1 abstention**.

24/116 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 24/117 to 24/123 (Standing Order 3d). “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.

24/117 TO CONSIDER THE STAFF APPRAISAL PROCESS AND AGREE WAY FORWARD

As raised under Minute no. 23/212, following the Appraisal process in 2023, a review of the Appraisal process was discussed. Changes were made in 2023, with a member of the Pay & Personnel Sub-committee undertaking the Office Staff appraisals. It was agreed that Councillor Selley would complete the 2024 appraisals. A six-month review will also be introduced going forward, to give staff the opportunity to discuss their performance more frequently.

24/118 TO REVIEW AND ADOPT THE COUNCILLOR FEEDBACK ON STAFF PERFORMANCE PRO-FORMA FOR 2024

Following agreement on the Appraisal process, members then discussed the method for collating Councillor feedback on Staff performance. It was reiterated that councillors should be accountable for any feedback they provide. Councillor Mikkelson **PROPOSED** to recommend the adoption of the Councillor Feedback pro-forma V6, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

24/119 TO CONSIDER THE ADDITIONAL MAINTENANCE WORK REQUIRED AND AGREE STAFF COSTS TO COMPLETE.

The Groundsmen have been too busy to complete some of their routine tasks. The Community Payback scheme has been engaged to complete the painting of the bus shelters but there remains significant painting work required. Members considered paying the Part-time Groundsman for additional hours to complete some of this outstanding work – specifically painting the play equipment. [REDACTED]

[REDACTED]. Councillor Mikkelson **PROPOSED** to use the capacity in the staff budget for additional hours to complete the outstanding maintenance work, starting with Norman Road Play Equipment as a priority, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

24/120 TO REVIEW THE MONITORING OF MAINTENANCE WORK COMPLETED BY THE GROUNDS STAFF

[REDACTED]

24/121 TO REVIEW AND RECOMMEND STAFF POLICIES

The current Staff policies were reviewed. No changes have occurred since the last review in April 2022. Councillor Mikkelson **PROPOSED** to adopt the existing policies for a further 2 years, with the exception of the Training and Development Policy and TOIL Policy which are due to be reviewed later in the year. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**. The Employee Handbook will also be reviewed as part of the HR Audit.

24/122 UPDATE REGARDING THE HR AUDIT AND AGREE WAY FORWARD

Councillor Mikkelson intends to complete a full HR Audit, assisted by the Clerk, to review existing staff contracts, job descriptions, policies and allowances (mileage and pension) against the NJC conditions of service. Any anomalies will be reported at the next meeting.

24/123 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

A review of the Office Staff Workloads was requested, for discussion at the next meeting.

The meeting closed at 3.39pm.