

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 16th SEPTEMBER 2024 COMMENCING AT 8.48PM**

Present: Councillors J Mikkelson (Chair), J Selley (Vice-chair) and B Thomas

In attendance: C Callen (Clerk)

Minutes: C Callen

24/165 APOLOGIES FOR ABSENCE – These were received from Councillors J Paxton and G Gardner.

24/166 SPECIFIC DECLARATIONS OF INTEREST – There were none.

24/167 MATTERS ARISING

The Clerk gave an update on the latest Local Government Pay 2024/25 offer. The NJC Unions are currently considering this offer, with consultations running until late October. A further update will then be provided.

The Office Staff had suggested the possibility of having a uniform black polo shirt, similar to the Grounds Staff. The Clerk will obtain quotes for further consideration at the next meeting.

24/168 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 19th JULY 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 19th July 2024, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

24/169 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 24/170 to 24/174 (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.

24/170 TO ACKNOWLEDGE AND APPROVE THE ANNUAL APPRAISALS FOR THE STAFF

The Staff annual appraisals have now been held. The Clerk undertook appraisals for the Full-time Groundsman and two Part-time Groundsmen. The two Playground Key Holders appraisals are still in progress and will be acknowledged at the next meeting. 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 ahead of the meeting. Councillor Mikkelson confirmed the comments gave a fair summary of the staff performances over the past 12 months and thanked the Clerk and Councillor Selley. It was disappointing to note the lack of councillors’ feedback provided. Councillor Paxton will remind councillors of their responsibilities as employers at the next Full Council meeting. Councillor Mikkelson **PROPOSED** to acknowledge and approve the completed appraisals, **SECONDED** by Councillor Seeley and **UNANIMOUSLY CARRIED**.

24/171 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.

After consideration and debate, Councillor Mikkelson **PROPOSED** the following pay recommendations, **SECONDED** by Councillor Selley 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]

24/172 TO REVIEW AND APPROVE THE TIME OFF IN LIEU POLICY

The Clerk has reviewed the current policy. There are several areas where the policy is no longer appropriate. After discussion, Councillor Mikkelson agreed to review the document further with the Clerk and bring it back to the Sub-Committee for approval at the next meeting.

24/173 TO CONSIDER AND APPROVE COSTS OF TRAINING FOR STAFF

Following the Annual Appraisals, several training needs were discussed with the staff. After consideration, Councillor Mikkelson **PROPOSED** staff training should be undertaken at a total cost of £510 plus VAT, as detailed below, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

- Part-time Groundsman - Emergency First Aid Training, to include use of the AED Defibrillator, at a cost of £190 from St John's Ambulance, and Safe use of Mowers, at a cost of £285 plus VAT from Shuttleworth College.
- Office Staff – Canva graphic design tool online workshop, at a cost of £35 from Breakthrough Communications.

Further training for safe use of hedge cutters for the Part-time Groundsman will be reviewed in March, ahead of the Spring maintenance programme, and a budget will be agreed to cover this for 2025/26.

ACTION – Clerk to investigate cost for training to be included in the Budget review in November.

24/174 TO CONSIDER AND APPROVE COST FOR STAFF FLU VACCINATIONS

The Office staff and Full-time Groundsman do not qualify automatically for the Flu vaccination (<65yrs). Last year the Council provided a contribution towards the vaccine for the staff. Councillor Mikkelson **PROPOSED** to reimburse staff £20 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.

24/175 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

None.

The meeting closed at 9.41pm.