

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PAVILION, LUTON ROAD SPORTS FIELD
ON MONDAY 24th March 2025 COMMENCING AT 8.58PM**

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

In attendance: C Callen (Clerk)

Minutes: C Callen

24/518 APOLOGIES FOR ABSENCE – There were none.

24/519 SPECIFIC DECLARATIONS OF INTEREST – There were none.

24/520 MATTERS ARISING – There were none.

24/521 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2nd DECEMBER 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 2nd December 2024, **SECONDED** by Councillor Selley **with 4 in favour and 1 abstention**.

24/522 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 24/523 to 24/526 (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.

24/523 TO CONSIDER AND AGREE STAFFING WORKING HOURS POSITION AT YEAR END

Members reviewed the working hours undertaken by the Clerk, Assistant Clerk and Full-time Groundsman over the last 12months. Given the increase seen across all roles, it was agreed that a further review of workloads should be undertaken. Councillors are to be encouraged to take on responsibility for projects, to ease the pressure on staff. [REDACTED]

24/524 TO CONSIDER AND APPROVE THE ANTI-HARASSMENT AND BULLYING POLICY

The Clerk has reviewed the current policy, and a copy was provided to members ahead of the meeting, with proposed amendments highlighted in yellow. These mainly reflect revised legislation, in accordance with guidelines provided by NALC. Councillor Mikkelson **PROPOSED** to recommend the adoption of the Anti-harassment and Bullying Policy version 5.0, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

24/525 TO CONSIDER AND APPROVE THE ALCOHOL AND DRUG POLICY

Following the Annual Health & Safety review completed in February, the Clerk has identified the need to have an Alcohol and Drug Policy. A draft policy was prepared for consideration, including details of where employees can get further support. Details of the Employee Assistance Programme are to be added to the policy. Councillor Mikkelson **PROPOSED** to

recommend the adoption of the amended draft Alcohol and Drug Policy version 1.1,
SECONDED by Councillor Selley and **UNANIMOUSLY CARRIED**.

24/526 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Health Assured have provided details of an upgrade to the Parish Council's Employee Assistance Programme, at an additional cost of £30 per month. Councillors Mikkelson and Selley agreed to review the proposed offering, for further discussion at the next meeting.

The meeting closed at 9.42pm.