

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PAVILION, LUTON ROAD SPORTS FIELD
ON MONDAY 23rd JUNE 2025 COMMENCING AT 9.25PM**

Present: Councillors J Mikkelson (Chair), J Selley (Vice-chair), S Laycock, A Vale and J Paxton (ex-officio)

In attendance: C Callen (Clerk)

Minutes: C Callen

25/087 APOLOGIES FOR ABSENCE –

These were received from Councillors G Gardner and B Thomas.

25/088 SPECIFIC DECLARATIONS OF INTEREST – There were none.

25/089 MATTERS ARISING –

Councillor Fletcher has provided a template for the Office and Grounds staff to complete a list of their tasks so that capacity issues can be considered. This will be progressed over the coming weeks.

25/090 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 24th MARCH 2025

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 24th March 2025, **SECONDED** by Councillor Selley **with 3 in favour and 2 abstentions**.

25/091 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 25/092 to 25/094 (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.

25/092 TO CONSIDER GROUNDS MAINTENANCE POSITION FOR THE SPORTS FIELD

[REDACTED]

Following discussion, Councillor Mikkelson **PROPOSED** to recommend [REDACTED]
[REDACTED]
[REDACTED]. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

25/093 TO CONSIDER UPDATE TO THE EMPLOYEE ASSISTANCE PROGRAMME

As discussed at the last meeting, Health Assured have offered an upgrade to the current Employee Assistance Programme at an additional cost of £30 per month, to their Peak Performance service. This would include support for Mental Health 1st Aid, which is becoming increasingly more prominent in the workplace, plus additional support for all staff, councillors and their families. After consideration, Councillor Mikkelson **PROPOSED** to recommend the additional Health Assured Peak Performance service is accepted at a total cost of £675pa

over a 3-year term, with the Clerk undertaking the training in the first instance. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

25/094 TO CONSIDER AND APPROVE FLEXIBLE WORKING POLICY REVIEW

NALC have issued a revised policy template, to reflect current legislation. The Clerk has reviewed this alongside the existing policy with amendments highlighted in yellow. The revised policy was considered by the Sub-committee. Councillor Mikkelson **PROPOSED** to recommend the adoption of the amended Flexible Working Policy version 2, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

25/095 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 9.50pm.