

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE
ON MONDAY 4th OCTOBER 2021 COMMENCING AT 7.28PM**

Present: Councillors Mr J Roberts (Chair), Mr J Selley (Vice-chair), Mrs B Thomas and Mr J Paxton

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

21/219 APOLOGIES FOR ABSENCE – Councillor N Day

21/220 SPECIFIC DECLARATIONS OF INTEREST – None Received.

21/221 MATTERS ARISING

The current situation in respect of the local government pay award 2021/22, which will have effect from April 1st 2021, is that the Local Government Employers made an updated offer at the end of July of 2.75% on NJC pay point 1 and 1.75% on all NJC pay points 2 and above. The union side of the negotiations are consulting their members on the pay offer. Unison's ballot of its members has now closed, while GMB and Unite the Union are both consulting their members until Monday 4th October. As soon as there is further news to report, BATPC will provide an update.

The Full-time Groundsman changed to working seasonal hours from June, which has helped him to keep on top of his workload.

Staff training in respect of Health & Safety requirements is up to date, with the online modules to be introduced for the Part-time Keyholders to undertake over the next couple of months.

21/222 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 7th DECEMBER 2020

A copy of the minutes was provided to all members ahead of the meeting. Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 7th December 2020, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

21/223 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 21/224 to 21/229 (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".

Councillor Roberts **PROPOSED** the above resolution be passed, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. There were no members of the press or public present.

21/224 TO ACKNOWLEDGE AND APPROVE THE ANNUAL APPRAISALS FOR THE STAFF

The Staff annual appraisals have now been held. The Clerk undertook appraisals for the Assistant Clerk, Groundsman, Part-time Groundsman and two Playground Key Holders. The Chairman of the Council undertook the Clerks Appraisal. Copies of the paperwork were provided to Members for review. Councillor Roberts confirmed the structure and comments gave a professional and comprehensive summary of the staff performances over the past 12 months, congratulating those involved on the clear and concise feedback documented.

It was noted that one of the Playground key holders still had to complete their online DBS check and this should be completed as soon as possible to prevent any breach of contract.

Councillor Roberts **PROPOSED** acknowledgement and approval of the annual staff appraisals for 2021, including follow-up actions required, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

21/225 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 Roberts **PROPOSED** the following pay recommendations, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**:

Clerk – [REDACTED].

Assistant Clerk – [REDACTED].

Grounds/Facilities Management Person – [REDACTED]

Part-time Groundsman – [REDACTED]

Play Area Keyholders – [REDACTED]

- 21/226 TO CONSIDER AND RECOMMEND THE REVISED TRAINING & DEVELOPMENT POLICY**
The Policy introduced in 2019 is now due for its bi-annual review. Minor amendments to the training providers were suggested. After review, Councillor Roberts **PROPOSED** recommendation of the amended Policy, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 21/227 TO RETROSPECTIVELY APPROVE THE COST FOR ICCM COURSE FOR THE ASSISTANT CLERK**
Following discussion with the Clerk, the Assistant Clerk has booked an online training course from ICCM on Establishing & Managing Gardens of Remembrance for 18th November. Councillor Roberts **PROPOSED** retrospective approval of the cost of £80 plus VAT for this course, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
- 21/228 TO CONSIDER AND RECOMMEND COST FOR THE CLERK TO ATTEND THE NOVEMBER SLCC VIRTUAL TRAINING SEMINAR**
The Clerk has requested attendance at the next SLCC Training Seminar to be held on 10th November. Items to be covered include VAT in 2022, Precept/ Reserves/ S106/ Developers Cash, etc. - What are the Options? and Top 3 Priorities for Risk Management as a Clerk. Councillor Roberts **PROPOSED** recommendation to approve the cost of £45 plus VAT for this course, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
- 21/229 TO CONSIDER AND RECOMMEND WORKING ARRANGEMENTS FOR THE OFFICE STAFF**
Following the relaxation of Pandemic restrictions, the Office Staff no longer need to work from home on a regular basis. Therefore, it is suggested that they return to working from the office and the Home Working Allowance is ceased. However, they have requested the flexibility to work from home on an ad-hoc basis going forward when they have minutes or reports to write without interruptions – no additional payment would be made for this flexibility. Councillor Roberts **PROPOSED** recommendation to approve the return to office working with ad-hoc homeworking option, subject to approval by the Clerk, with effect from 1st October 2021, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 21/230 TO CONSIDER AND RECOMMEND THE PARISH OFFICE CLOSURE DATES FOR THE CHRISTMAS PERIOD**
Councillor Roberts **PROPOSED** the recommendation that the two additional statutory holiday days for staff would be 29th and 30th December 2021. Staff to have the choice if they wish to take holiday on Friday 31st December or work. The Parish Office closure dates will be advised to the public in advance via notices, website and social media. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 21/231 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**
The Clerk advised that the Parish Office would be closed on 14th October, as agreed by the Chairman of the Council. Any emergencies should be referred to Councillor Thomas on that day.
Following discussion, it was agreed that the Parish Council Christmas meal would be deferred to 2022, as there are still a high number of Covid cases in the area.

The meeting closed at 8.15pm.