

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE  
ON MONDAY 5<sup>th</sup> OCTOBER 2020 COMMENCING AT 7.38PM**

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

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**20/250 APOLOGIES FOR ABSENCE – None**

**20/251 SPECIFIC DECLARATIONS OF INTEREST – None Received.**

**20/252 MATTERS ARISING**

The new Full-time Groundsman will have a 6-month review in December but, in the meantime, the Clerk is reviewing his progress with training (both courses and online H&S) on a regular basis. He is now booked on the horticultural courses over the coming months. Councillor Selley provided feedback on the good progress he is making in the role. The DBS Check for the new groundsman has now been completed.

A DBS Check for one of the Playground keyholders has been checked (transferable from her current employer). No DBS Check has been requested yet for the other keyholder as BRCC are no longer undertaking these on behalf of Parish Councils. A Basic check will be requested via the Government website at a cost of £23 to be reimbursed to the member of staff on completion.

The Clerks is undertaking an online webinar training course on 22<sup>nd</sup> October on 'Effective Comms and Engagement in a Post-Lockdown World' – this is a free course organised by BATPC.

**20/253 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> AUGUST 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 14<sup>th</sup> August 2020, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**20/254 EXEMPT BUSINESS –**

Resolution to exclude members of press and public from debate on agenda items 20/255 to 20/259 (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.

**20/255 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 and Part-time Groundsman. The Chairman undertook the Clerks Appraisal. Copies of the paperwork were provided to Members for review. Councillor Roberts confirmed the structure and comments gave a fair summary of the staff performance over the past 12 months, commenting that consistency should be considered when marking the key competencies. Councillor Roberts **PROPOSED** acknowledgement and approval of the annual staff appraisals for 2020, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

**20/256 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. After consideration and debate, the following recommendations were agreed:

**Clerk –** [REDACTED]

**Assistant Clerk –** [REDACTED]

**Part-time Groundsman –** [REDACTED]

**Grounds/Facilities Management Person –** [REDACTED]

**Play Area Keyholders –** [REDACTED]

**20/257 TO CONSIDER AND RECOMMEND CONTRACT CHANGES FOR THE CLERK AND ASSISTANT CLERK**

As discussed at previous meetings, the Clerk and Assistant Clerk contracts were due to be reviewed once all the HR policies were in place. These policies were all adopted in June 2020. Draft NALC standard contracts were overviewed by Councillors Roberts and Davison-Williams last year and copies were provided to all members ahead of the meeting for consideration. Following discussion, Councillor Roberts **PROPOSED** recommendation of amended contract for the Clerk, subject to salary reflecting the 2020 figures agreed and agreement [REDACTED], as approved by Council. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. Further, Councillor Roberts **PROPOSED** recommendation of amended contract for the Assistant Clerk, subject to salary reflecting the 2020 figures agreed and holiday entitlement to show [REDACTED] days per annum, with 5 days allowed to be carried forward into following year. This was **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

**20/258 TO CONSIDER AND RECOMMEND STAFF HOLIDAY PROCEDURE FOR 2020**

As a result of the COVID-19 Pandemic, the staff have holiday that they have not yet taken. The Government brought in new emergency legislation in March, to allow staff to carry over holiday where they have been unable to take it due to the Pandemic. Staff can currently carry over up to one week's holiday as agreed in their contracts. After consideration and debate, Councillor Roberts **PROPOSED** to recommend that staff should be encouraged to take any outstanding holiday before the year end or put a case to the Council for consideration, to demonstrate why they have been prevented from taking holiday due to the Pandemic in 2020. This was **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

**20/259 TO CONSIDER AND RECOMMEND PAYMENT FOR STAFF EYE TESTS**

As part of its Health & Safety obligations, the Parish Council should pay for eye tests for staff who regularly use Display Screen Equipment. The cost of an eye test is £25-£40 depending on provider. Following discussion, Councillor Roberts **PROPOSED** recommendation that subject to provision of proof that an eye test has been undertaken, the Parish Council will reimburse costs up to £25, **SECONDED** by Councillor Davison-Williams **with 3 in favour and 1 against**.

**20/260 TO CONSIDER AND RECOMMEND THE REVISED TOIL POLICY**

The TOIL Policy introduced in 2018 is now due for its bi-annual review. The Clerk has checked the content against guidelines from SLCC and amended headings in line with other Council Policies.

Councillor Roberts **PROPOSED** recommendation of the TOIL Policy, including the minor amendments, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

**20/261 TO CONSIDER AND RECOMMEND THE COST FOR LANYARDS AND COATS FOR THE STAFF**

The staff have requested Parish Council lanyards and cards for them to wear as proof of identity when dealing with the public. They have also suggested that these are made available for Councillors to wear when representing the Council. A quote has been provided for 25 printed lanyards at £49.75, plus £16.25 for the card holders and £6.68 shipping. In addition, they have requested Parish Council coats: Office staff softshell fleeces at a cost of £30; Groundsman and Councillor Selley fleeces at a cost of £20.

After debate, Councillor Roberts **PROPOSED** recommendation of the total cost of £72.68 plus VAT for the provision of 25 lanyards and card holders and £100 plus VAT for the coats, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

**20/262 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 29<sup>th</sup> and 30<sup>th</sup> December 2020. Staff to have the choice if they wish to take holiday on Thursday 31<sup>st</sup> 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 Davison-Williams and **UNANIMOUSLY CARRIED**.

**20/263 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillor Roberts requested that a Social Media Policy be introduced for the Parish Council – to be drawn up by the Clerk for consideration by the Parish Council at the next Policies and Resources Committee Meeting.

The meeting closed at 8.51pm.