

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL  
ON MONDAY 6<sup>th</sup> DECEMBER 2021 COMMENCING AT 7.30PM**

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

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**21/378 APOLOGIES FOR ABSENCE –** Councillors N Day and J Paxton

**21/379 SPECIFIC DECLARATIONS OF INTEREST –** None Received.

**21/380 MATTERS ARISING**

The part-time Playground Key Holder has now completed their online basic DBS Check, which is clear.

**21/381 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> OCTOBER 2021**

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 4<sup>th</sup> October 2021, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**21/382 EXEMPT BUSINESS –**

Resolution to exclude members of press and public from debate on agenda items 21/383 to 21/386 (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 Selley and **UNANIMOUSLY CARRIED**. There were no members of the press or public present.

**21/383 UPDATE REGARDING THE 2021/22 PAY AWARD**

The current situation in respect of the local government pay award 2021/22, which will have effect from April 1<sup>st</sup> 2021, is that the Local Government Employers made an 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. After consulting with their members, the three main unions rejected this offer in October. The Local Government Employers have reaffirmed the offer as their full and final position. The Unions are now considering industrial action, with ballots running until February 2022.

**21/384 TO CONSIDER OFFERING AN APPRENTICESHIP SCHEME FOR A GROUNDS WORKER**

It has been suggested before regarding taking on an apprentice to work alongside the Groundsman, but not progressed. Full details of what is involved would be required, including details of suitable training courses and how much Government funding would be available. In view of the additional costs to the Council, members recommended that this is investigated during 2022/23, with a view to recruiting in 2023/24.

**ACTION – Clerk to take forward investigations over the next six months and report back to the sub-committee accordingly.**

**21/385 TO CONSIDER A BACKUP TO THE CLERK ON USE OF THE PAYROLL SOFTWARE**

Following the loss of Councillor Davison-Williams, there is now only the Clerk who has knowledge of the Payroll software. As part of the Council's Risk Assessment, there should be a back-up option, should the clerk be unavailable to process the payroll for some reason. Various suggestions were discussed and members agreed for the Clerk to look into the matter further.

**ACTION – Clerk to investigate what support is possible and report back.**

**21/386 REVIEW OF COMMITTEE EXPENDITURE FOR 2021/22 AND TO CONSIDER AND RECOMMEND DRAFT BUDGETS FOR 2022/23**

Details of the year-to-date and year-end forecast figures were provided ahead of the meeting. The projected year-end spend figure is £104,835, assuming the 2021/22 pay award is finalised, against a Budget of £101,971. The Budget for 2021/22 was drawn up based on Government guidance regarding Public Sector workers pay, which impacted the annual April 'cost of living' pay for Parish Council workers. No pay increase was proposed for staff earning more than £24,000 FTE and staff earning less would be awarded up to £250 FTE. An assumed rise of 2% for 2021/22 has now been calculated.

No details have yet been received for the 2022/23 Pay Award, so an assumption of 3.5% has been used to calculate the Budget required for 'cost of living' rise to the NJC spine rates, given the current rates of inflation. The Planned increase to National Insurance Contribution rates has also been factored into the figures proposed, as well as the known increase to the National Minimal Working Wage.

Following discussion, it was agreed that realistic assumptions have been made with regards to the total salary costs. Councillor Roberts **PROPOSED** the recommendation of the draft 2022/23 Pay & Personnel budget, with a £111,787 sub-committee precept. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**21/387 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillor Roberts advised that the Full-time Groundsman has opted out of the Working Time Directive in view of the additional hours he works including his additional part-time job.

The meeting closed at 8.17pm.