

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE  
ON MONDAY 7<sup>th</sup> OCTOBER 2019 COMMENCING AT 8.00 PM**

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

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**19/273 APOLOGIES FOR ABSENCE – Councillor Mr J Selley**

**19/274 SPECIFIC DECLARATIONS OF INTEREST – None Received.**

**19/275 MATTERS ARISING**

Councillor Davison-Williams and the Clerk have had an exit meeting with a representative from Peninsula Business Services Ltd. Unfortunately the representative was not pre-prepared with details of the historic HR complaint raised by the Parish Council that led to the termination of the contract. A quote has been requested for the provision of just the Health & Safety support. An alternative quote is also being sought from Ellis Whittam Ltd for the H&S Support.

**19/276 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> SEPTEMBER 2019**

Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 23<sup>rd</sup> September 2019, this proposal was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**19/277 EXEMPT BUSINESS –**

Resolution to exclude members of press and public from debate on agenda items 19/278 to 19/284 (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 advised that as there were no members of the press or public present, the resolution was not required to be passed.

**19/278 TO CONSIDER AND RECOMMEND THE PAY REVIEW FOR ALL STAFF IN LINE WITH CONTRACT TERMS**

Following the previous committee meeting, clarification has been sought from BATPC regarding the 'substantive pay range' and the 'above substantive pay range'. It was confirmed that to move into the 'above substantive range' was performance based and whilst a review of performance is held annually, there is no automatic increment year on year. A letter is to be sent to staff, as appropriate, to clarify this position.

After consideration and debate, the following recommendations were agreed:

**Assistant Clerk –**

[REDACTED]

**Part-time Groundsman –**

[REDACTED]

**Grounds/Facilities Management Person –**

[REDACTED]

**Clerk –**

[REDACTED]

**Play Area Keyholder/Cleaner –**

[REDACTED]

- 19/279 **TO CONSIDER AND RECOMMEND COST FOR TRANSPARENCY & AUDIT COURSE FOR CLERK**  
Councillor Roberts **PROPOSED** approval for the Clerk to attend the Transparency & Audit Course organised by BATPC at a cost of £40; **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 19/280 **TO CONSIDER AND RECOMMEND THE EQUAL OPPORTUNITIES POLICY**  
Councillor Roberts **PROPOSED** approval of the Equal Opportunities Policy, subject to an amendment to reflect that the principles will also apply to all council activities; **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 19/281 **TO CONSIDER AND RECOMMEND HOLIDAY ALLOWANCE FOR THE ASSISTANT CLERK**  
As part of the review of staff contracts, the Clerk has identified an error with the Assistant Clerk's holiday allowance, which currently stands at ■ days for the year. The contract states that holiday leave entitlement will increase to ■ days once 5 years continuous service has been completed. The Assistant Clerk has completed ■ years continuous service, including her previous employment with ■ Town Council. ■  
■
- 19/282 **TO CONSIDER AND RECOMMEND RECRUITMENT STRATEGY FOR GROUNDS/FACILITIES MANAGEMENT PERSON**  
During the appraisal process, the current Grounds/Facilities Management person advised that he would be looking to retire in September 2020. The following timescale recruitment strategy was agreed:
- January 2020 – Review of the job description, required skills and suitable advert wording for the role (existing Groundsman to review based on his experience)
  - End April 2020 – Advertise the role
  - End June 2020 – Complete interviews and offer role to successful candidate
  - End July 2020 – Full-time replacement to start, working alongside the existing Groundsman
- 19/283 **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 24<sup>th</sup> and 27<sup>th</sup> December 2019. The Parish Office will be closed from Tuesday 24<sup>th</sup> December to Wednesday 1<sup>st</sup> January inclusive. Staff to have the choice if they wish to take holiday on Monday 30<sup>th</sup> and Tuesday 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 Thomas and **UNANIMOUSLY CARRIED**.
- 19/284 **ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**  
The Clerk requested that she be allowed to take the study leave missed over the summer months due to holiday and sickness absences. It was agreed that this could be done at her discretion, subject to ensuring that the day to day work in the office is completed satisfactorily.

The meeting closed at 9.07 pm.