

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE
ON MONDAY 18th MAY 2020 COMMENCING AT 4.00 PM**

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

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

20/001 APOLOGIES FOR ABSENCE – None

20/002 SPECIFIC DECLARATIONS OF INTEREST – None Received.

20/003 MATTERS ARISING

The annual performance pay rises for the Part-time Groundsman and the Play Area Keyholder/Cleaner were actioned in April, as agreed at the meeting 7th October 2019. Staff Health & Safety Training online modules have been undertaken by the Clerk and Assistant Clerk, using the Peninsula H&S BusinessSafe site. Coronavirus (COVID-19) Pandemic policy was issued to all staff at the beginning of April (wording as approved by Pay & Personnel Sub-Committee via email). Office staff are working from home some days due to the restrictions imposed by the Government, as a result of the COVID-19 Pandemic, to ensure only one person in the office. This is being managed, with Assistant Clerk usually in the office for her 5 hours on Tuesday and Thursday and the Clerk in the office on the other days/times. The staff have completed the H&S risk-assessment and undertaken online H&S training on Short-term homeworking (Covid-19). The Part-time groundsman has continued to support the Doctors Surgery with prescription deliveries during the lockdown period. However, he has now advised he is required to go back to his main place of work on 19th May, and then will only be paid for the hours he works for the Council, in line with his seasonal contract. The Play Area Keyholder/Cleaner, has not been required to work during lockdown but retained on full pay. She is in the process of moving away from the Village and will give notice to leave once dates are known. New Employment Law changes were introduced from April 2020. Those regarding the right to a written statement of terms will need to be met when the new groundsman is appointed.

20/004 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 25th FEBRUARY 2020
Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 25th February 2020, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

20/005 EXEMPT BUSINESS –
Resolution to exclude members of press and public from debate on agenda items 20/006 to 20/010 (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.

20/006 TO CONSIDER AND APPROVE APPLICANT FOR THE GROUNDS/FACILITY MAINTENANCE PERSON ROLE AND AGREE WAY FORWARD
The Clerk and Councillor Davison-Williams provided feedback on the candidates, following online interviews held on the 11th May. One candidate has since withdrawn their interest in the role. Following discussion, it was agreed for Councillor Davison-Williams to arrange to undertake a tour of the village with the two candidates being considered, to assess if they are still interested and if they have the necessary skills and aptitude for the role.
ACTION – Clerk and Councillor Davison-Williams to arrange.

20/007 TO CONSIDER AND RECOMMEND INCREMENTAL PAY RISE FOR CLERK FOLLOWING SUCCESSFUL COMPLETION OF CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION QUALIFICATION
The Clerk has received confirmation on the successful completion of her CiLCA qualification, submitted within the 12month time-period set in her contract. In recognition and in line with

NALC guidelines, Councillor Roberts **PROPOSED** a recommendation for one salary scale point increase to [REDACTED] for the Clerk, with effect from 1st May, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

20/008 UPDATE REGARDING THE 1ST APRIL 2020 PAY REWARD

The NJC 'cost of living' Pay review is in course. An offer of 2.75% has been put forward and confirmation by the Unions is awaited. The Parish Council Budget was based on 2% increase.

20/009 TO RETROSPECTIVELY ACKNOWLEDGE THE PAYMENT OF STAFF SALARIES VIA BANK TRANSFER

Due to the rules imposed by the Government as a result of the COVID-19 pandemic, access to banks has been restricted. Therefore, the Clerk, Chairman and Vice-Chair have approved the payment of salaries directly into staff bank accounts via Faster Payment instructions provided to the Bank on a monthly basis, signed in accordance with the existing bank mandate. This was acknowledged by Members.

20/010 TO CONSIDER AND RECOMMEND ALL FUTURE STAFF SALARIES TO BE PAID VIA BANK TRANSFER

Following the set-up of payments due to Covid-19, Councillor Roberts **PROPOSED** to recommend the ongoing payment of all future staff salaries to be made directly into staff bank accounts via Faster Payment instructions provided to the Bank on a monthly basis, signed in accordance with the existing bank mandate. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

20/011 TO CONSIDER AND RECOMMEND DISCIPLINARY & GRIEVANCE POLICIES

Following NALC recommendations in their memo LTN22 in November 2019, new policies were drawn up and overviewed and amended by Councillor Roberts. Following discussion, the amendments were endorsed and it was agreed to switch the order of items listed under Section 13 and add consistent headings and page numbering. Councillor Roberts **PROPOSED** that subject to these amendments being incorporated, the draft Disciplinary Policy was recommended. **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

Following discussion, the amendments proposed to the Grievance Policy were endorsed and it was agreed to split bullet point 10 under section 3 and add consistent headings and page numbering. Councillor Selley **PROPOSED** that subject to these amendments being incorporated, the draft Grievance Policy was recommended. **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

ACTION – Councillor Roberts and the Clerk to review the Code of Conduct in respect of Grievances raised regarding a Councillor.

20/012 TO CONSIDER AND RECOMMEND ANTI-HARASSMENT & BULLYING POLICY

A new Policy was drawn up by the Clerk, overviewed and amended by Councillor Roberts. Following discussion, the amendments were endorsed and it was agreed to change 'councillor' to 'Chair/Vice-Chair' under the 'Reporting Concerns' heading and add page numbering. Councillor Roberts **PROPOSED** that subject to these amendments being incorporated, the draft Anti-Harassment & Bullying Policy was recommended. **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

20/013 TO CONSIDER AND RECOMMEND SICKNESS ABSENCE POLICY

A new Policy was drawn up by the Clerk, overviewed and amended by Councillor Roberts. Following discussion, the amendments were endorsed and it was agreed to insert 'medical practitioner' alongside GP within the policy and add consistent headings and page numbering. Councillor Roberts **PROPOSED** that subject to these amendments being incorporated, the draft Sickness Absence Policy was recommended. **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

20/014 TO CONSIDER AND RECOMMEND EXPENSES POLICY

A new Policy was drawn up by the Clerk, overviewed and amended by Councillor Roberts. Following discussion, the amendments were endorsed and it was agreed amend the wording regarding mileage rate and add consistent headings and page numbering. Councillor Roberts **PROPOSED** that subject to these amendments being incorporated, the draft Expenses Policy was recommended. **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

20/015 TO CONSIDER AND RECOMMEND BEREAVEMENT POLICY

A new Policy was drawn up by the Clerk, overviewed and amended by Councillor Roberts, and incorporating the new legislation introduced in April 2020 regarding parental bereavement rights. Following discussion, the amendments were endorsed and it was agreed to add consistent headings and page numbering. Councillor Roberts **PROPOSED** that subject to

these amendments being incorporated, the draft Bereavement Policy was recommended.
SECONDED by Councillor Thomas and **UNANIMOUSLY CARRIED**.

20/016 TO CONSIDER AND RECOMMEND LONE WORKING POLICY

A new Policy was drawn up by the Clerk, overviewed and amended by Councillor Roberts. Following discussion, the amendments were endorsed and it was agreed to add consistent headings and page numbering. Councillor Roberts **PROPOSED** that subject to these amendments being incorporated, the draft Lone Working Policy was recommended.
SECONDED by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

20/017 TO CONSIDER AND RECOMMEND EMPLOYEE HANDBOOK

A draft Handbook, intended as a practical guide to be issued to all staff and building on the procedures and policies, was drawn up by the Clerk and Councillor Roberts. Following discussion, Councillor Roberts **PROPOSED** the recommendation of the Employee Handbook,
SECONDED by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

20/018 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

The draft Equality and Diversity Policy drawn up by the Clerk is to be reviewed at the next Sub-Committee meeting.

The meeting closed at 5.15 pm.