

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 23rd SEPTEMBER 2019 COMMENCING AT 9.30 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

19/248 APOLOGIES FOR ABSENCE – Councillor Mr J Selley

19/249 SPECIFIC DECLARATIONS OF INTEREST – None Received.

19/250 MATTERS ARISING

The Assistant Clerk attended her course on Cemetery Management on 3rd September. The learnings from the course are to be discussed with the Burial Ground Committee.

The Clerk has negotiated a refund from Bedford College following the courses the Part-time Groundsman attended at Shuttleworth College earlier in the year. One of the courses was cancelled several times and finally run alongside another course on the same day. £228 will be credited back to the Council by the end of the month.

The Clerk has reviewed the staff contract for the Assistant Clerk, which was known to contain incorrect information. As a result of this, several Personnel Policies are required to support the terms of the standard NALC contract and the Clerk is currently working through these to produce Policies and refer back to Committee for approval in due course. Once the Policies have been adopted, the new Contract will be issued to the Assistant Clerk.

19/251 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 25th MARCH 2019

Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 25th March 2019, this proposal was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

19/252 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 19/253 to 19/258 (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.

19/253 TO APPROVE/ACKNOWLEDGE THE ANNUAL APPRAISALS FOR THE STAFF

The Clerk has completed the annual appraisal process with the staff. In addition, the Chairman has completed the Clerks appraisal. Copies of the appraisal forms were reviewed at the meeting and felt to be a fair representation. The new format was considered an improvement.

Councillor Roberts **PROPOSED** to recommend to Policies & Resources Committee that the staff appraisals be acknowledged. This was **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

19/254 TO CONSIDER AND APPROVE THE PAY REVIEW FOR ALL STAFF IN LINE WITH CONTRACT TERMS

A discussion regarding the substantive pay ranges took place.

It was agreed to adjourn the meeting to seek further guidance from BATPC before reconvening the sub-committee.

19/255 TO CONSIDER AND APPROVE COST FOR TRANSPARENCY & AUDIT COURSE FOR CLERK

Item deferred to next meeting.

19/256 TO APPROVE AND ADOPT THE EQUAL OPPORTUNITIES POLICY

Item deferred to next meeting.

19/257 TO CONSIDER AND APPROVE HOLIDAY ALLOWANCE FOR THE ASSISTANT CLERK

Item deferred to next meeting.

19/258 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

It was agreed to reconvene the Pay & Personnel Sub-committee meeting on Monday 7th October at 8pm.

The meeting closed at 10.30 pm.