

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON TUESDAY 25th FEBRUARY 2020 COMMENCING AT 2.30 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

19/625 APOLOGIES FOR ABSENCE – None

19/626 SPECIFIC DECLARATIONS OF INTEREST – None Received.

19/627 MATTERS ARISING

The re-issue of staff contracts is still pending. This will be progressed once all the relevant HR policies are adopted.

The Clerk provided an update regarding her CiLCA studies. She is on track to complete this within the 12 month period required.

19/628 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2nd DECEMBER 2019

Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 2nd December 2019, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

19/629 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda item 19/630 (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.

19/630 TO CONSIDER AND RECOMMEND ADVERTISEMENT AND JOB DESCRIPTION FOR REPLACEMENT GROUNDS/FACILITY MAINTENANCE PERSON

Draft documents drawn up by the Clerk were provided ahead of the meeting. Following discussion, Councillor Roberts **PROPOSED** a recommendation that suitably amended documents be approved by the Policies & Resources Committee. This was **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

ACTION – Clerk and Councillor Roberts to amend the documents as agreed, and email to all members ahead of the Policies & Resources Committee meeting.

ACTION – Clerk to table an optimum time line for the recruitment process to be agreed at Full Council.

19/631 TO CONSIDER AND RECOMMEND PAY & PERSONNEL SUB-COMMITTEE TERMS OF REFERENCE

Draft Terms of Reference were drawn up by the Clerk in accordance with NALC guidance and provided to members for consideration ahead of the meeting. Following discussion, Councillor Roberts **PROPOSED** a recommendation of the amended document to be approved by Policies & Resources Committee, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

19/632 TO CONSIDER AND RECOMMEND DISCIPLINARY & GRIEVANCE POLICIES

This item was deferred to the next sub-committee meeting due to time constraints.

19/633 TO CONSIDER AND RECOMMEND ANTI-HARASSMENT & BULLYING POLICY

This item was deferred to the next sub-committee meeting due to time constraints.

19/634 TO CONSIDER AND RECOMMEND SICKNESS ABSENCE POLICY

This item was deferred to the next sub-committee meeting due to time constraints.

19/635 TO CONSIDER AND RECOMMEND EXPENSES POLICY

This item was deferred to the next sub-committee meeting due to time constraints.

19/636 TO CONSIDER AND RECOMMEND BEREAVEMENT POLICY

This item was deferred to the next sub-committee meeting due to time constraints.

19/637 TO CONSIDER AND RECOMMEND LONE WORKING POLICY

This item was deferred to the next sub-committee meeting due to time constraints.

19/638 TO CONSIDER AND RECOMMEND EMPLOYEE HANDBOOK

This item was deferred to the next sub-committee meeting due to time constraints.

19/639 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

The Policies not reviewed above are to be reviewed by the members ahead of the next Sub-Committee meeting.

The meeting closed at 4.05 pm.