

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE
ON FRIDAY 31st JULY 2020 COMMENCING AT 9.07AM**

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

20/152 APOLOGIES FOR ABSENCE – Councillor Mr L Davison-Williams

20/153 SPECIFIC DECLARATIONS OF INTEREST – None Received.

20/154 MATTERS ARISING

Staff annual appraisals are due August/September. The Clerk will undertake appraisals for the Assistant Clerk and Part-time Groundsman. The Chairman will undertake the Clerks Appraisal. The Clerk has sent all Councillors a form to complete to provide feedback on each staff member, as last year.

An exit interview with the retiring Groundsman will be undertaken by the Clerk before the end of August.

The new Full-time Groundsman will have a 6-month review in December but, in the meantime, the Clerk is reviewing his progress with training (both courses and online H&S) on a regular basis and he will have had 7 weeks training/handover with the outgoing groundsman.

The Clerk is continuing to liaise with BRCC regarding the DBS Check for the new groundsman.

Following the annual appraisals, the 'performance-based' pay awards will need to be approved in September. The Clerk's is due 1/9/2020, the Assistant Clerk is due 1/10/2020, P/T Groundsman & Keyholder 1/4/2021 and F/T Groundsman is due 1/7/2021. The 'cost of living' pay-rises from April 2020 are still awaiting approval by the Unions/NJC.

The Clerk and Assistant Clerk Contracts were due to be reviewed once all the HR policies were in place. The policies were all adopted in June. Draft standard contracts will be sent to members for consideration and approval at the next committee meeting.

20/155 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2nd JUNE 2020

Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 2nd June 2020, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

20/156 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 20/157 to 20/158 (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 Thomas and **UNANIMOUSLY CARRIED**. There were no members of the press or public present.

20157 TO CONSIDER THE PLAYGROUND KEYHOLDER POSITION AS EITHER A VOLUNTEER OR PAID EMPLOYEE ROLE AND AGREE WAY FORWARD

Councillor Roberts provided an overview of the issues to consider in looking to appoint someone as either self-employed, volunteer or paid employee, ahead of the meeting.

Following discussion and having considered health and safety, insurance and control, Councillor Roberts **PROPOSED** that the role be offered as a paid employee position, either by one employee or on a job-share basis, and all candidates to be considered; **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

20/158 TO DELEGATE AUTHORITY TO THE CLERK TO PROGRESS RECRUITMENT OF PLAYGROUND KEYHOLDER POSITION TO CONCLUSION

Due to the urgency to replace the current incumbent during the Summer recess, members discussed delegating authority to the Clerk to progress the recruitment process. Councillor Selley **PROPOSED** that delegated authority be given to the Clerk to progress the recruitment to decision, subject to final approval before any appointment at an Extra-ordinary meeting of the Parish Council to be called during August via Zoom, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

Councillor Thomas **PROPOSED** that a member of the Committee undertakes the interviews alongside the Clerk, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
ACTION – Clerk to discuss interim cover of the role with the Groundsmen.

20/159 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 9.48am.