

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE  
ON MONDAY 25<sup>th</sup> MARCH 2019 COMMENCING AT 8.59 PM**

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

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**18/634 APOLOGIES FOR ABSENCE** – Councillor Mr D. Gunter and Mr J Selley

**18/635 SPECIFIC DECLARATIONS OF INTEREST** – None Received.

**18/636 MATTERS ARISING**

Councillor Roberts confirmed that the situation regarding the previous Grounds/Facilities Management Person has now been resolved. The changes to the Play Area Keyholder's contract have also been implemented.

The Clerk is currently trying to sort local training for the office staff on Cemetery Management. The ICCM offer a suitable course but locations are too far away. She has engaged with other local Clerks to ascertain appetite for the course and will update the Council once further arrangements are available.

The Part-time Groundsman will be attending four courses over the next 6 weeks at Shuttleworth College to provide him with the necessary skills to support and cover for the Grounds/Facilities Management person.

**18/637 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 29<sup>th</sup> OCTOBER 2018.**

Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 29<sup>th</sup> October 2018, this proposal was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**18/638 EXEMPT BUSINESS –**

Councillor Roberts **PROPOSED** the Resolution to exclude members of press and public from debate on agenda items 18/639 to 18/646 (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". **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

**18/639 TO REVIEW AND RECOMMEND IMPLEMENTATION OF THE STAFF SALARIES IN LINE WITH THE 2019/2020 PAY SCALES**

Details of the National Joint Council for Local Government Services (NJC) new pay scales for 2019/20 have been received. In addition, the Part-time Groundsman is due his Annual Pay increase following his appraisal last September. As agreed in 18/308, he is due to [REDACTED] with effect from April 2019. This equates to new SCP [REDACTED]. The Assistant Clerk will move to new SCP [REDACTED]; The Grounds/Facilities Management person will move to new SCP [REDACTED] and the Clerk will move to new SCP [REDACTED]

The Play Area Keyholder/Cleaner salary is due to increase in line with the National Minimum Wage to [REDACTED] per hour.

Councillor Davison-Williams **PROPOSED** to recommend to Full Council that the staff salaries are increased as above, in line with the 2019/20 NJC Pay scales. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**18/640 TO ACKNOWLEDGE THE INCREASE IN STAFF PENSION CONTRIBUTIONS FROM APRIL 2019**

New legislation regarding the minimum Pension contributions is coming into force from April 2019. All staff received a notification in January of how this would affect them personally. Employee minimum contributions are rising from 3% to 5%. There will be no change to what the Parish Council currently contributes as this is already above the legal minimum required. This was acknowledged.

**18/641 TO CONSIDER AND RECOMMEND WAY FORWARD FOR RECRUITING A TRAINEE/APPRENTICE GROUNDS/FACILITIES MANAGEMENT PERSON**

When the Parish Council agreed to reinstate the current Grounds/Facilities Management Person in January, it was agreed to investigate recruiting a trainee to work alongside him to 'learn the ropes' [REDACTED] Members discussed how this could be achieved. It was felt that historically the council had employed mature, experienced groundsmen and that a younger person would be lacking the skills required for the role. Members agreed to involve the current job-holder in discussions to formulate a way forward and to look to progress this process in early 2020.

**18/642 TO REVIEW ASSISTANT CLERKS WORKING HOURS**

The Parish Council have previously agreed to review the working hours for the Assistant Clerk role, to see if they are sufficient to undertake the workload required. Additional Budget has been put aside from the Precept 2019/20 to cover any possible increase. At present, the Assistant clerk benefits from flexibility around her hours, depending on workloads, and it was felt that this should continue for the time-being, with a further review in due course. In the meantime, Councillor Roberts **PROPOSED** to amend the TOIL Policy so that any extra hours worked, up to a maximum of 37 hours per week, be paid at standard rate but also be included in pensionable earnings. This was **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

**18/643 TO CONSIDER PAYING TRAVEL-TO-WORK MILEAGE ALLOWANCE TO ASSISTANT CLERK ASSOCIATED WITH ATTENDING EVENING MEETINGS**

Currently only additional business mileage is paid to staff. Councillors agreed that attendance at evening meetings is an integral part of the role, as stated in staff contracts, therefore Councillor Roberts **PROPOSED** to reject the request for additional mileage allowance. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**18/644 TO CONSIDER BEREAVEMENT POLICY AND TIME-OFF REQUEST FROM CLERK**

The Parish Council does not currently have a policy on granting compassionate leave to staff following the death of a close family member. Councillor Roberts agreed to investigate a draft policy to be put in place.

[REDACTED]  
It was agreed the Clerk could work additional hours to make up the time, in addition to the 5 TOIL days allowed per the TOIL Policy.

**18/645 TO AGREE DATE FOR CLERKS 6 MONTH REVIEW**

Councillor Roberts will arrange a suitable date and time directly with the Clerk.

**18/646 TO CONSIDER AND APPROVE CLERKS STUDY LEAVE**

The Clerk is due to start her CiLCA studies from April 2019 and a half-day study leave has been agreed each week. This was confirmed for Thursday mornings, starting from 25<sup>th</sup> April 2019, to have the least impact on the working week and to ensure the most benefit from the time allowed.

**18/647 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

None.

The meeting closed at 10.05 pm.