

## DITTON PARISH COUNCIL

MINUTES OF A EXTRA ORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON THURSDAY 29<sup>TH</sup> APRIL 2010

PRESENT: CLLRS. MRS A R BEADLE [Chairman], MRS A THROSSELL [Vice-Chair],  
J A BEADLE, A R MULCUCK & MRS J F THWAITES

636. **OPENING OF MEETING**

The Chairman opened the meeting at 2.30pm.

637. **APOLOGIES**

Apologies were RECEIVED from Cllr. Porter. The previously notified reason for absence was **APPROVED** and recorded in the absence book ref. 68.

638. **DECLARATION OF INTERESTS**

Cllrs. Beadle and Mrs Beadle declared an interest in item 539, as they are acquainted with the casual Member of the cleaning and caretaking staff.

-----  
*The Chairman moved that due to the confidential nature of the following items of business the remainder of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.*

639. **RESIGNATION OF CLEANER CARETAKER**

(a) **Procurement of a Replacement**

Members were advised of two members of the cleaning/caretaking staff who have handed in their notice for personal reasons. One will leave at the end of May and the other at the end of June. It was **NOTED** that both of these employees work mainly during evenings and weekends.

A communication from Cllr. Stone was **READ** and his suggestion to deploy existing staff to cover the work **NOTED**.

Discussion took place and it was agreed that this would not be a viable option for the following reasons.

All staff are fully employed in their current posts

It would not result in any savings as the staff would still have to be paid for the hours they cover and this would have to be at their current rate of pay which, in most cases, is more per hour than the hourly rate currently paid to cleaners/caretakers.

All staff have contracts of employment and they would have to be consulted and in agreement to have their contracts changed to include cleaning/caretaking duties.

Further Discussion took place on the best way forward to cover the shifts that the two employees currently work.

It was suggested that two new employees plus the current casual person be procured to work on a part-time basis on a shift rota so that they are not working all weekend, every week.

Details of a draft three week shift rota were circulated and it was **NOTED** that each person would be required to work approximately 37 ½ hours over a three week period. The hours would be variable according to the needs of the business and there will be no guarantee of a minimum or maximum of hours each week. They will cover only the hours currently worked by the two employees that are leaving and the casual employee, so there will be no additional costs incurred. There will, however, be savings on sick pay and pension costs as these would not be applicable to the new employees.

It was suggested that at least one of the people employed could be trained to cover for the outdoor staff in the case of sickness and holidays.

Remuneration for the posts will be at the current NJC scale point for Cleaners and Caretakers.

**RESOLVED** advertisements be placed in the Ditton Column of the Kent Messenger, Parish notice boards, website, Kilnbarn Club, front door of community centre, Don Carman hall windows and post office.

**RESOLVED** to review advertising after two weeks if necessary.

(b) Interview Panel

The interview panel will be Cllr. Mrs Beadle, The Clerk and one other member of the Personnel Committee.

It was agreed to interview the current casual cleaner/caretaker, as he has expressed a wish to be considered for a more regular position.

(c) Time Scales

Discussion took place regarding the urgency of the situation and it was agreed that interviews will take place week commencing 10<sup>th</sup> May 2010, or as soon as applications are received.

640. **CLOSURE**

The meeting closed at 3.14pm.

Chairman  
5<sup>th</sup> May 2010