

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 25<sup>TH</sup> FEBRUARY 2008

PRESENT: CLLRS. A R BEADLE [Chair], R G W BAKER [Vice-Chair], J A BEADLE & A R MULCUCK  
MRS S J KAVANAGH [Clerk of the Council]

532. **OPENING OF MEETING**

The Chairman opened the meeting at 7.32pm.

533. **APOLOGIES**

Apologies were RECEIVED from Cllr. Porter. The previously notified reason for absence has been **APPROVED** by this Council.

534. **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

535. **FINANCIAL ANALYSIS**

The financial analysis, which had previously been circulated, was discussed, **READ** and **NOTED**.

536. **ITEMS BROUGHT FORWARD FROM LAST MEETING**(a) **Achievement Awards** [Page 189, 346(f)]

Information from neighbouring councils was **READ** and **NOTED**. Discussion took place.

**RESOLVED** that achievement awards will not automatically be given to staff, however, major staff achievements will be taken into account when undertaking salary reviews each year.

537. **CORRESPONDENCE**

There was no additional correspondence.

538. **KENT COUNTY COUNCIL - LOCAL GOVERNMENT PENSION SCHEME (LGPS)**(a) **FRS 17 Assumptions for 31.3.2008**

Details of the above, which had previously been circulated, was **READ** and **NOTED**.

(b) **Changes to the FRS 17 Disclosures**

Details of the above, which had previously been circulated, was **READ** and **NOTED**.

(c) Actuarial Valuation

**NOTED** that an actuarial valuation is required every three years and the valuation due as at 31<sup>st</sup> March 2008 has now been completed. The result of the valuation has been used to determine the employer contribution rates payable for the next three years, commencing 1<sup>st</sup> April 2008. The employer contribution rate determined is 17.2 per cent of payroll.

(d) Policy Changes

Details, which had previously been circulated, of the policy changes notified by Kent County Council's pension section and the Clerk's suggested amendments required to this Council's policy were **READ** and **NOTED**.

Members requested clarification of policies 22(2) and 83(8) before recommending them for adoption, all other amendments were approved.

539. CODE OF CONDUCT FOR STAFF

A draft code of conduct for staff which had previously been circulated, was **READ** and **NOTED**.

**RESOLVED** to **RECOMMEND** that the code of conduct for employees be adopted.

It was agreed that the Clerk will adapt the code for casual staff and submit a draft to the next meeting of this committee.

540. TRAINING(a) Assertiveness Skills

**NOTED**, two members of staff recently attended this one day course, which they found comprehensive and informative.

(b) Door Supervisor

**NOTED**, Richard Cooper has passed both examinations and can now apply for his licence.

(c) First Aid

**NOTED**, Richard Cooper has successfully completed his training course in First Aid at Work.

541. PROGRESSION PLANNING

A previously circulated draft Statement of Intent for Administrative Assistant, Nicola Greenaway, to undertake training in the duties of the Clerk, was **READ** and it was **NOTED** that the proposal is for the training to commence on 1<sup>st</sup> April 2008.

**RESOLVED** to approve the Statement of Intent.

542. **BAR STAFF**

Details, previously circulated, of two complaints involving members of the Kilbarn Club and bar staff, were **READ** and **NOTED**.

**RESOLVED** to confirm that the Clerk dealt with these matters in accordance with the Council's procedures.

**RESOLVED** certificates of competence and qualifications achieved by bar staff be listed and displayed on the Kilbarn Club notice board.

543. **CLOSURE**

The meeting closed at 8.35pm.

Chairman  
3<sup>rd</sup> March 2008