

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE on MONDAY 30th JUNE 2008

PRESENT: CLLRS. MRS A R BEADLE [Chairman], RGW BAKER, J A BEADLE, M D BRINE and M J PORTER
MRS S J KAVANAGH [Clerk of the Council]

119. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

120. **APOLOGIES**

Apologies were RECEIVED from Cllr. A R Mulcuck. The previously notified reasons for absence were **ACCEPTED** and **APPROVED**.

121. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

122. **ELECTION OF VICE-CHAIR**

Cllr. Baker was **NOMINATED** by Cllr. Porter and **SECONDED** by Cllr. Brine. There being no further nominations Cllr. Baker was duly **ELECTED** Vice-Chair of the Personnel Committee for municipal year 2008/2009.

123. **FINANCIAL INFORMATION**

(a) Financial Analysis - EOY 2007/2008

The financial analysis for year ending 31st March 2008 was **READ**, discussed and **NOTED**.

(b) Minimum Wage increase from October 2008

It was **NOTED** that the national minimum wage will increase by 21p per hour on 1st October 2008 to £5.73.

RESOLVED hourly rates of pay for casual bar staff be increased accordingly from that date.

124. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

(a) Progression Planning [Page 298, Item 541]

(i) DEPUTY CLERK

The Chairman and Clerk will discuss the proposals with the members of staff involved. This matter will then be referred back the next meeting of the committee for further discussion.



(ii) COMMUNITY CENTRE ADMINISTRATOR

Discussion took place regarding planning for a replacement for the Community Centre Administrator when she retires.

RESOLVED to arrange a meeting with the member of staff concerned, to discuss future planning.

125. **TRAINING**

The following training courses successfully completed by staff were **NOTED**. **FURTHER NOTED** the members of staff concerned have been sent letters of congratulation.

- (a) Welding 2 – Undertaken January 2008 - 10 week Course
- (b) Abrasive Wheels - undertaken 13th May 2008
- (c) Mobile Tower – undertaken 22nd May 2008

The following training to be undertaken by staff in July was **READ** and **NOTED**:-

- (d) Fire Warden - to be undertaken 22nd July 2008
- (e) Manual Handling – to be undertaken 22nd July 2008

126. **LOCAL GOVERNMENT PENSION SCHEME**

LGPS Newsletter, Issue No. 4 March 2008, which had previously been circulated, was **READ** and **NOTED**.

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*The Chairman moved that, in view of the confidential nature of the following business to be transacted, the press and public will be excluded from the meeting in accordance with Standing Orders 27 and 50.*  
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127. **STAFF MATTERS**

- (a) Communication from Member of Senior Casual Bar Staff

A communication from a senior casual member of bar Staff regarding her inability to accept bar work for the foreseeable future due to ill health was **READ** and **NOTED**. **FURTHER NOTED** the Clerk has sent flowers and a get well message on behalf of the Council.

- (b) Notes of Meeting held with Bar Managers 10th May 2008

Notes of the above meeting which had previously been circulated were **READ** and **NOTED**.

It was reported that Members of the council have observed customers in the Kilnbarn Club climbing over the furniture and putting their feet on the seating.

RESOLVED the Clerk will take this matter up with the bar managers.

(c) Medical Report

A medical report regarding a member of the cleaning/caretaking team was **READ** and **NOTED**.

This report will be kept on the employee's personnel file to ensure no duties will be undertaken which could cause further damage.

(d) Matters Raised by Members of Staff

There were no matters raised by staff.

Members were asked to accept an extra item of correspondence regarding a member of staff.

(e) Communication from Consultant Orthopaedic Surgeon

A letter from the surgeon regarding an injury sustained by a member of staff from a fall at home was **READ** and it was **NOTED** that this employee will need surgery and intensive physiotherapy to repair the damage to the shoulder. **FUTHER NOTED** that recovery from surgery will be approximately 6 weeks with physiotherapy being required for up to three months.

128. CLOSURE

The meeting closed at 8.18pm

Chairman
7th July 2008