

## 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 2019

PRESENT: CLLRS J LOVER [CHAIRMAN], MRS J COOPER [VICE-CHAIR], MRS J DEARDEN,  
MRS K DENNISON, A MULCUCK, & MRS A THROSSELL. [CLLR MRS THWAITES ALSO  
IN ATTENDANCE AS AN OBSERVER]  
MRS N GREENAWAY [Clerk of the Council]

### 462. OPENING OF MEETING

The Chairman opened the meeting at 7.45pm.

### 463. APOLOGIES

Apologies were **RECEIVED** from Cllr Porter. The previously notified reason for absence was recorded in the absence book ref 422 and **ACCEPTED** and **APPROVED**.

### 464. DECLARATIONS OF INTEREST

There were no declarations of interest.

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Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and standing Orders 27 & 50 the Chairman moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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### 465. STAFF MATTERS

#### (a) Current Staff Situations by Department

##### (i) Bar Staff

Cllr Mrs Dearden **REPORTED** that a new shift pattern had been drafted using 4 seniors and permanent shifts had been offered to two staff members. Other permanent shifts had also been offered to the remaining staff and they have been told they must apply in writing. It is hoped that the new staff and shifts will be in operation for 1<sup>st</sup> April.

Cllr Mrs Cooper commended Cllr Mrs Dearden for her work with the Bar Staff and this was seconded by Cllr Mrs Dennison.

##### (ii) Admin Staff

Cllr Mrs Cooper **REPORTED** on the interview process recently undertaken. She confirmed that there was a full audit trail and all processes had been undertaken in accordance with current equal opportunity guidelines and advice. She confirmed that the position of Administrative Assistant for the Community Centre had been offered to Ben White. It was **NOTED** that a proper induction will be undertaken and his training and progress monitored regularly. Further information is contained in Confidential Memorandum Ref. 409.

The Chairman advised that a letter had been received from Mrs Jeffs, the Administrative Assistant to the Planning and Open Spaces Committees. The Clerk **CIRCULATED** the letter in which Mrs Jeffs had requested to increase her hours from 22½ to 24¾ to enable her to keep up with the work of the two committees which was ever increasing. It would also enable fuller, more consistent cover in the office. It was **NOTED** that the previous employee in this role had worked 30 hours per week and it was acknowledge to cut it down to 22½ was probably too much of a reduction but it had been tried to accommodate Mrs Jeffs preferred hours at the time. It was **NOTED** that there is sufficient budget this year as the office is a member of staff short and there will be sufficient in next year's budget as there was an additional amount included for the new staff member which will not be fully utilised.

**RESOLVED** to accede to this request and increase Mrs Jeffs hours to 24¾ from 1<sup>st</sup> March.

Cllr Mrs Cooper said she had commenced a review of personnel processes, including looking at the current contracts and sick pay allowances. It was **NOTED** this review will cover all staff and be ongoing so will be included on the next agenda.

(iii) Caretaking Staff

It was **NOTED** that a former casual member of bar staff is to be trained up for caretaking. If this new person works out then no further staff will be required. If not it may be necessary to advertise for a weekend caretaker.

(iv) OSA Staff

It was **NOTED** that the Clerk will be carrying out individual appraisals with the Grounds Staff shortly. It was **NOTED** that the Grounds Staff would like formal training in the use of the pole saw and that one of them would like to do a PA1 spray course. It was **NOTED** that the training budget had been increased so should cover these courses.

**RESOLVED** the Clerk to source the training and book the Grounds Staff on the relevant courses.

It was also **NOTED** that the Council is tendering for the school grounds maintenance but it looks as though there will be no cricket this year. It was suggested that if additional help is required Hadlow College be contacted to see if they had a student that might require work experience.

466. **CLOSURE**

Cllr Lover said he would like to make a personal statement. He advised he had a lot of commitments at home and was finding it hard to give up time for the Committee. He offered to step down. Members unanimously agreed Cllr Lover should remain as Chairman and all members pledged to give him the support he needed to enable the Committee to continue its work going forward.

The meeting closed at 8.14pm.