

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER
AT DITTON COMMUNITY CENTRE ON MONDAY 24TH JUNE 2019

PRESENT: CLLRS. MRS J COOPER, [Chairman], MRS J DEARDEN, MRS K DENNISON, J LOVER,
N NEWMAN & MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council]

116. **OPENING OF MEETING**

The Chairman opened the meeting at 8.40pm.

117. **APOLOGIES**

There were no apologies for absence.

118. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

119. **ELECTION OF VICE-CHAIR**

Cllr Mrs Dearden was **NOMINATED** by Cllr Mrs Dennison and **SECONDED** by Cllr Newman. There being no further nominations, Cllr Mrs Dearden was duly **ELECTED** Vice-Chairman of the Personnel Committee for 2019/2020.

120. **PERSONNEL COMMITTEE TERMS OF REFERENCE**

The Chair **REPORTED** that the current Committee Terms of Reference required updating. It was **NOTED** that she had drafted an amended copy but this would be reviewed with the existing TORs with the Clerk to ensure all essential roles are covered. A revised draft would be presented to members at the next meeting for approval.

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

121. **TRAINING**

The Chair said she would like more consideration taken when the training budgets are set and all training needs must be carefully identified and monitored through the appraisal process.

RESOLVED to ensure all appraisals are completed and training needs identified prior the Personnel Budgets being set in October/November.

The Clerk advised that some training needs had already been identified, in particular from the Grounds staff appraisals and that the Open Spaces Training budget had been increased this year. The Clerk then gave a breakdown of training requirements for this year so far:

Groundsman spraying course	540.00
Groundstaff Pole Saw Course x 3	600.00 [estimated]
First Aid at Work [up to 12 employees]	325.00
Fire Warden/Extinguisher training	420.00 [first 8 employees then +£39 per employee]
BIIAB x 2[personal licence course bar]	300.00

This would be an approximate total of £2,185.00 and the total training budget for the year is £2,500.00 [as OSA increased this year].

RESOLVED to approve the above training and if any additional, essential, training is required beyond the budget this would be met from Council reserves.

122. JOB DESCRIPTIONS

The Chair advised she was in the process of reviewing all job descriptions to ensure they are up to date with the employees current duties. She advised she had recently agreed updates to the Clerk's job description and would be continuing with the other administration staff.

123. APPRAISALS

It was **NOTED** that the Clerk had undertaken appraisals for the grounds staff and the others would be undertaken in due course.

The Chair also advised that the Clerk had recently undertaken the second, mid-probation, monthly review for the new member of administrative staff. It was confirmed that the members of staff was settling in well and appeared to be coping with the role so far.

124. PLAYGROUND LOCKING

The Clerk advised that the internal auditor had asked that they payments made to a staff member for the playground locking should be documented as it had not previously been included in the salary schedule of payments.

RESOLVED to continue to pay a member of staff £25.00 per month [pro-rata if not the whole month] for locking/unlocking the KBRRG play area at weekends.

The time that the play area should be opened and locked was then discussed, as it was not clear or displayed.

RESOLVED the play area would be open by 9.00am and closed at 8pm or dusk, whichever fell earlier.

125. MATTERS RAISED BY STAFF

The Clerk advised that all staff had been sent a memo asking if they had any issues they wished her to raise with the Committee. It was **NOTED** that no issues had been raised.

The Clerk **REPORTED** that a member of permanent Bar Staff would be undergoing a further operation in July.

She advised that there had been some positive response to the adverts in the gazette for casual bar and caretaking staff.

RESOLVED the Clerk and Community Centre Chair would review these and progress the recruitment of the required staff.

126. **CLOSURE**

The meeting closed at 9.12pm.

Chairman
1st July 2019

