

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY 29TH MAY 2024

PRESENT: CLLRS. MRS J DEARDEN (CHAIR), N NEWMAN (VICE-CHAIR), M PORTER,
MRS A THROSSELL & A WATERS
MRS N GREENAWAY [Clerk of the Council]

41. **OPENING OF MEETING**

The Chair opened the meeting at 3.38pm.

42. **APOLOGIES**

There were no apologies for absence.

43. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

44. **ELECTION OF VICE-CHAIR**

Cllr Newman was **NOMINATED** by Cllr Mrs Dearden, Cllr Mrs Throssell was **NOMINATED** by Cllr Porter. Cllr Mrs Throssell declined the nomination. Cllr Waters **SECONDED** the nomination for Cllr Newman. There being no further nominations, Cllr Newman was duly **ELECTED** Vice-Chairman of the Personnel Committee for 2024/2025.

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.

45. **STAFF / TRAINING / APPRAISALS**(a) **Admin Staff**

No issues with staff currently and it was **NOTED** there is now a good admin team all working well together.

(b) **Grounds Staff**

It was **NOTED** one member of staff had had to take some compassionate leave and another was off due to personal reasons, which had meant another period of being short staffed. The Clerk has spoken to the staff about the current work requirements and most of the essential tasks are being undertaken. It was further noted that the new Chair of the Open Spaces Committee was keen to get a good understanding of how the grounds staff work and their duties.

(c) **Caretaking Staff**

No issues and currently there are sufficient staff.

(d) Bar Staff

No issues but the Bar Supervisor is looking to recruit more staff just to cover the “as and when” shifts for functions.

The Chair **REPORTED** that all staff had recently undertaken training in Fire Safety and Manual Handling.

The Chair further reported that appraisals would be undertaken during the summer and the Clerk would undertake these in consultation with the department supervisors. The appraisal process was intended to be a positive process which would also identify any issues and training needs. The Clerk’s appraisal would be undertaken by the Chair of Personnel and Chair of the Council. The Clerk will liaise with the Chair of the Personnel Committee as the appraisals progress and a report of appraisals would be given at a future Personnel Committee Meeting.

It was also agreed that staff performance, as determined through the appraisal process, would be a consideration when awarding pay increments, other than the statutory cost of living rises.

The Clerk reported that the current Staff Handbook required updating along with the contracts used for the staff not on permanent contracts, such as the Zero hours and Casual Working contracts. It was agreed to ask the council’s HR Consultant to look at these and approve the cost of doing so.

46. **CLOSURE**

The meeting closed at 3.57pm.

Chairman
3rd June 2024