

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER
AT DITTON COMMUNITY CENTRE ON MONDAY 12TH MARCH 2018 AT 6.45PM

PRESENT: CLLRS. M PORTER [Chair], P DALTON, J LOVER & MRS A THROSSELL
 CLLR P JOBLING [AS OBSERVER]
 MRS N GREENAWAY [Clerk of the Council]

441 OPENING OF MEETING

The Chair opened the meeting at 6.45pm.

442. APOLOGIES

Apologies were **RECEIVED** from Cllr Mrs Thwaites. The previously notified reason for absence was recorded in the absence book ref. 381 and **ACCEPTED** and **APPROVED**.

443. DECLARATIONS OF INTEREST

There were no declarations of interest.

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.

444. STAFF MATTERS

(a) Recruitment of new admin person

Discussion took place on the selection of “good” candidates shortlisted. Cllr Mrs Throssell advised she had selected a couple of additional candidates from the “maybe” list and asked that their details be circulated to the other committee members. Further discussion took place and ten candidates were agreed for interview.

RESOLVED to hold the interviews on Thursday 22nd and Friday 23rd March in the afternoons and the interview panel would be the Chairman, Cllr Mrs Throssell and the Clerk and Cllrs Lover and Dalton be available in case they were needed.

(b) Holiday to carry forward

It was **NOTED** that there were several members of staff that still had large amounts of holiday outstanding because they have had to cover staff shortages and not been able to take their leave.

RESOLVED those staff affected be allowed to carry forward a maximum of two weeks leave and the rest be paid to them.

It was further

RESOLVED that staff should be advised that in future years a maximum of 1 week would be allowed to be carried forward and other leave should be used or it would be lost.

(c) Staff by department

(i) Admin

It was **NOTED** that the existing admin staff had been under pressure to keep everything going whilst they were short staffed but on the whole had coped well.

(ii) OSA

NOTED no issues with the Grounds Staff.

(iii) CC

NOTED no issues with the Centre Staff.

(iv) Bar

It was **NOTED** that there are still issues with bar staff shifts and requested that permission is given to review them to look at making the bar more efficient.

RESOLVED to accede to this request.

(d) Matters raised by Staff

It was **NOTED** that there were no matters raised by members of staff.

445. **CLOSURE**

The meeting closed at 7.27pm.

Chairman
9th April 2018