

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER
AT DITTON COMMUNITY CENTRE ON THURSDAY 11TH MAY 2017

PRESENT: CLLRS. A PIPER [Vice-Chair], J LOVER & MRS A THROSSELL
 MRS N GREENAWAY [Clerk of the Council]

22. OPENING OF MEETING

The Vice-Chair opened the meeting at 11.00am.

23. APOLOGIES

Apologies were **RECEIVED** from Cllrs Mrs Beadle, Beadle and Mrs Thwaites. The previously notified reasons for absence were recorded in the absence book ref. 355 and **ACCEPTED** and **APPROVED**.

24. 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 to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

25. STAFF MATTERS

(a) Matters raised by Staff

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

(b) Administration Staff

The Clerk reported that the two new members of Admin staff had settled in very well and both had shown qualities that would benefit each others roles. The Clerk advised she had discussed changing the roles and responsibilities with the staff and they were happy to adapt. Mrs Craig's role is now as Business Administrator and she will be responsible for the finance and maintenance issues and Mrs Jeffs role is now as Bookings and Events Administrator and she will be responsible for dealing with bookings and hirers etc. It was **NOTED** that there would be some "overlap" with the roles and both were happy to work together. Further comment is recorded in Confidential Memorandum Ref. CM 397.

(c) Bar Staff

The Clerk advised that there are issues with bar staff shifts and requested that permission is given to review them to look at making the bar more efficient. Further comment is recorded in Confidential Memorandum Ref. CM 397.

RESOLVED to accede to this request.

(d) Caretaking Staff

The Clerk **REPORTED** that there were no real problems with caretaking staff currently. However she advised that one member of casual staff had been undertaking maintenance duties separately from his caretaking duties which was saving the Council money in employing external contractors. Further comment is recorded in Confidential Memorandum Ref. CM 397.

(e) OSA Staff

The Chairman **ADVISED** that the Grounds Supervisor had been deeply affected by the death of his father and as a result the Vice-Chair and Clerk had met with him and it was agreed he should take an additional two weeks compassionate leave. It was also identified that he would benefit from immediate bereavement counselling but this was not available to him from the NHS. The Vice-Chair advised these steps were necessary as a duty of care to both the employee for his health and wellbeing and to the public to ensure the staff working in public areas are fully fit and competent. Further comment is recorded in Confidential Memorandum Ref. CM 397.

RESOLVED to approve two weeks additional compassionate leave and to cover the cost of bereavement counselling.

26. **CLOSURE**

The meeting closed at 11.35am.

Chairman
5th June 2017