

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE **COUNCIL CHAMBER**
AT DITTON COMMUNITY CENTRE ON **THURSDAY 21st APRIL 2022**

PRESENT: CLLRS. MRS J DEARDEN [Chairman], MRS A THROSSELL [Vice-Chairman], J LOVER
N NEWMAN & MRS G GODDEN
MRS N GREENAWAY [Clerk of the Council]

452. **OPENING OF MEETING**

The meeting was opened by the Chair at 7.51pm.

453. **APOLOGIES**

There were no apologies for absence.

454. **DECLARATIONS OF INTEREST**

Cllr Mrs Dearden declared a personal interest in item 455(c) as her husband is a member of caretaking staff.

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.

455. **STAFF & TRAINING**

The Chair reported that First Aid and Fire Training was planned for as many staff as were able to do it.

(a) **Admin Staff**

No real issues with admin, the OSA Admin Assistant was currently off sick. Staff will be asked to do the first and fire training.

(b) **Grounds Staff**

It was noted that as well as fire and first aid, it was planned that two members of grounds staff would undertake polesaw training, and playground inspection and one would do chainsaw training. It was suggested Grounds Staff may require additional first aid training and this will be investigated when the courses are booked.

Other matters affecting Grounds Staff were discussed and are noted in Confidential Memorandum Ref. 423.

(c) Caretaking Staff

First aid and fire training would be undertaken by the regular staff. It was also planned to hold a joint meeting for staff as they rarely get to “touch base”.

(d) Bar Staff

First aid and fire would hopefully undertaken by all Senior Staff. A question was raised about the panic button and if it should be tested and/or training received. The Clerk will look into this.

(i) Opening Hours

It was **NOTED** that the Bar Supervisor would like to trial opening the Bar in the week from 3.00-8.00pm. and that a member of staff was available to work these shifts. It was agreed this trial go ahead and be monitored.

456. **PAYRATES – 2021/22 & 2022/23**

(i) Senior Rate of Pay

It was noted that there was a very small difference between the minimum wage that general bar staff receive and that of Senior Staff who have more responsibility.

The rate was reviewed and details are contained in Confidential Memorandum Ref 424.

All pay rates from 1st April 2022 are contained in the Confidential Memorandum book ref 425.

The Chair advised that all pay rates would need to be reviewed in light of the large increase to the minimum wage this year.

457. **CLOSURE**

The meeting closed at 8.44pm.

Chairman
4th May 2022