

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 26TH JUNE 2023

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

93. **OPENING OF MEETING**

The meeting was opened by the Chair at 8.21pm.

94. **APOLOGIES**

There were no apologies for absence.

95. **DECLARATIONS OF INTEREST**

Cllr Mrs Dearden declared a personal interest in item 97(c) as her husband is a member of caretaking staff.

96. **ELECTION OF VICE-CHAIR**

Cllr Mrs Throssell was **NOMINATED** by Cllr Newman and **SECONDED** by Cllr Porter. There being no further nominations, Cllr Mrs Throssell was duly **ELECTED** Vice-Chairman of the Personnel Committee for 2023/2024.

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.

97. **STAFF & TRAINING**

(a) **Staff Welfare**

It had recently come to the attention of the Chair that staff purchased their own tea/coffee etc and they also used this to provide refreshment to visitors.

RESOLVED to purchase a quantity of tea/coffee/sugar for each department during the year.

(b) **Admin Staff**

It was **NOTED** that the Community Centre Admin Assistant was nearing the completion of her 6 month probation period. The Chair advised she had settled in very well and her work was excellent.

RESOLVED to confirm the contract would be made permanent.

Further information is contained in the Confidential Memorandum Ref. 441(a).

(c) Grounds Staff

It was **NOTED** the new Grounds Team Leader had settled in well and his probationary period would end the following month. It was also **NOTED** that the interviews for a new Groundsman had proved successful and an offer had been made and accepted. Further information is contained in Confidential Memorandum Ref. 441(b).

It was **NOTED** that there had been a clash in holiday requests within the grounds team. It was agreed that the procedure for booking leave needed to be reviewed and it was suggested holiday could not be booked more than a year in advance. It was also suggested to look into the start/finish of the holiday year.

(d) Caretaking Staff

It was **NOTED** one member of caretaking staff had left but another appointed but that they may only be available during holiday times. No other issues were reported.

(e) Bar Staff

It was **NOTED** that there appeared to be poor communication between bar and caretaking staff and some confusion as to who should be responsible for emptying outside bins and toilet cleaning during busy times. The Clerk and Chair will look into getting staff to liaise more efficiently and make them aware who is responsible for what.

Another issue was discussed and details are contained in Confidential Memorandum 441(c).

98. **CLOSURE**

The meeting closed at 9.07pm.

Chairman
3rd July 2023