

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 30TH OCTOBER 2023**

PRESENT: CLLRS MRS J DEARDEN [Chair], MRS A THROSSELL [Vice-Chair], N NEWMAN, & M PORTER
MRS N GREENAWAY [Clerk of the Council]

246. **OPENING OF MEETING**

The meeting was opened by the Chair at 7.54pm.

247. **APOLOGIES**

There were no apologies for absence.

248. **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.

249. **FINANCE**

(a) **Salary Budgets – 2024/25**

Draft Estimates for 2024/25 were **CIRCULATED**. Discussion took place on the increase in staff costs which took into account the impending NJC proposal for a cost of living increase in the current year, increases to the National Minimum Wage, possible pension increases, a further cost of living increase for next year plus Scale Point increases for staff.

Details of staff salaries and recommended progressions on the NJC Salary Scales from 1st April 2024 to bring salaries in line were discussed. Further details are recorded in the Confidential Memorandum Book Ref. CM 442.

RESOLVED to RECOMMEND to accept the draft estimates in principal subject to any statutory increases and these be referred for scrutiny at the Finance and Administration Committee Precept meeting as part of the full budget.

250. **STAFF MATTERS**

(a) **Current Staff Situations by Department**

(i) Admin Staff

The Chair reported that the Community Centre Administrator was now back at work following some sick leave. The new Admin Assistant for Open Spaces and Planning had settled into the role well so far and there were no issues with any of the admin staff currently.

(ii) Grounds Staff

It was **NOTED** everything seems to be ok with the grounds staff currently.

(iii) Caretaking Staff

It was **NOTED** everything seems to be ok with the caretaking staff currently.

(iv) Bar Staff

It was **NOTED** there had been a few issues with bar staff but these were hopefully resolved. It was reported tht some new members of bar staff had been recruited and so there were now sufficient staff for the Kilnbarn and functions.

The Chair asked for a time sensitive matter to be considered and members acceded to this request:

251. **ADVERSE WEATHER POLICY**

The Chair advised that a clear policy was needed for staff that did not attend work if the weather was bad. The Clerk advised it was only an issue for few staff as most lived locally. It was noted that there was a policy and statement in the staff hand book that if staff could not get to work because of bad weather they should use leave or make the time up. It was agreed to redraft a clear policy to reiterate the rule in the staff handbook, that would be circulated to all staff.

252. **CLOSURE**

The meeting closed at 8.14pm.

Chairman
6th November 2023