

DITTON PARISH COUNCIL

**MINUTES A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER
AT DITTON COMMUNITY CENTRE ON WEDNESDAY 26TH OCTOBER 2022**

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

223. **OPENING OF MEETING**

The meeting was opened by the Chair at 2.34pm.

224. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Mrs Godden. The previously notified reason for absence was recorded in the absence book ref 505 and **ACCEPTED** and **APPROVED**.

225. **DECLARATIONS OF INTEREST**

Cllr Mrs Dearden declared a personal interest in item 227(a)(iii) 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 moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

226. **FINANCE**

(a) Salary Budgets – 2023/24

Draft Estimates for 2023/24 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 some staff.

(a) Staff Salaries for 2023/2024

Details of individual staff salaries and recommended progressions on the NJC Salary Scales from 1st April 2023 to bring salaries in line were discussed. Further details are recorded in the Confidential Memorandum Book Ref. CM 434.

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.

227. **STAFF MATTERS**(a) Current Staff Situations by Department(i) Admin Staff

It was **NOTED** that over 80 applications had been received so far for the Community Centre Admin vacancy. It was agreed that once the applications had been reviewed and candidates selected for interview the interview panel would comprise of the Personnel Chair, Vice Chair and Clerk.

It was also **NOTED** that the staff were under a lot of pressure being one members of staff short especially as there had also been staff on leave. Further information is contained in CM 435.

(ii) Grounds Staff

It was **NOTED** that the Chair and Clerk had spoken to the two Groundsmen following the departure of the Grounds Supervisor. They are currently working well but it was recognised that they are under pressure to keep up to date with all tasks whilst there is a vacancy. It was further **NOTED** that they would like to continue to follow the "traffic light" work schedule. Further information is contained in CM 436. It was also agreed that the vacancy would be advertised for a Grounds Supervisor or Team Leader and that the job description and person specification was being reviewed by the HR Consultant. The job will be advertised as soon as the review is complete.

(iii) Caretaking Staff

It was **NOTED** there are no real issues and that the new Caretaker was working out ok so far but had had to be covered for shift when he called in sick.

(iv) Bar Staff

It was confirmed that the Bar Supervisor had now completed the course for her Personal Licence and would be awarded a point increase as previously agreed.

228. **CLOSURE**

The meeting closed at 3.26pm.

Chairman
7th November 2022