

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **THURSDAY 17TH MAY 2018**

PRESENT: CLLRS. J LOVER [Chair], P DALTON, MRS J DEARDEN, MRS K DENNISON, MRS A THROSSELL & M PORTER [CLLRS P JOBLING & MRS J THWAITES AS OBSERVERS]
MRS N GREENAWAY [Clerk of the Council]

34. **OPENING OF MEETING**

The Chairman opened the meeting at 7.45pm.

35. **APOLOGIES**

There were no apologies for absence.

36. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

37. **ELECTION OF VICE-CHAIR**

Cllr Porter suggested that as the next item was about committee membership which could result in additional members to the committee, this item be deferred until the committee membership was clarified.

RESOLVED to defer the election of the vice-chair until the next full council meeting.

38. **COMMITTEE MEMBERSHIP**

It was **NOTED** that the Chair and Vice-Chair of the Council did not need to be members of this committee as they could attend "ex-officio". This would allow two other members to take the places.

RESOLVED to refer the personnel committee membership back to the next full council meeting as this will require an amendment to the committee Terms of Reference.

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.

39. **NJC PAYSACLE INCREASES**

The recently agreed increases to the NJC pay rates were **READ** and it was **NOTED** that the Committee had budgeted for a 2% increase which should cover this increase. It was **FURTHER NOTED** that this increase was applicable from 1st April 2018, therefore all employees affected would receive backdated pay.

RESOLVED to approve the increases.

Further details are contained in Confidential Memorandum Ref.405.

40. **STAFF MATTERS**(a) **Matters raised by Staff**

There were no general matters raised by staff. Matters raised by/affecting individual departments are listed below.

(b) **Administration Staff**

It was **NOTED** that the new Bookings and Event Administrator had started on 14th May and was settling in well.

Further details regarding administration staff are contained in Confidential Memorandum Ref. 406.

(c) **Bar Staff**

It was **NOTED** a meeting with Bar Staff, the Chair and Vice-Chair of the Community Centre Committee and the Clerk would be held on 23rd May.

Further details regarding bar staff are contained in Confidential Memorandum Ref. 406.

(d) **Caretaking Bar Staff**

There are currently no issues with caretaking staff and all are working well at the moment.

(e) **OSA Staff**

It was **NOTED** the grounds staff had requested a meeting with the Clerk to discuss various issues including a clearer policy on attendance during heavy snow; banking and community centre maintenance. Further details are contained in Confidential Memorandum Ref. 406.

41. **CLOSURE**

The meeting closed at 8.35pm.