

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **TUESDAY 3<sup>RD</sup> JANUARY 2023**

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

297. **OPENING OF MEETING**

The meeting was opened by the Chair at 8.02pm.

298. **APOLOGIES**

There were no apologies of absence.

299. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

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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.  
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300. **STAFF MATTERS**

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

(i) **Admin Staff**

The Chair reported that following interviews for the vacant post of Admin Assistant for the Community Centre, the successful applicant, Ms S Gardner had started that day. Details of the agreed salary and probation are recorded in the Confidential Memorandum.

It was noted that the Admin Assistant for the Open Spaces and Planning Committees had undertaken some overtime to provide additional cover in the office whilst the office was short staffed. The Clerk had discussed current working hours with the Admin Assistant and she said she would be happy to continue to start work half an hour early Monday-Wednesday but would go back to having Thursday as her day off. It was acknowledged there was sufficient work to justify this.

**RESOLVED** to adjust the Admin Assistant's hours and salary accordingly to taken into account an additional 1.5 hours per week.

(ii) **Grounds Staff**

The Chair reported that interviews had taken place in December for the vacancy for Grounds Team Leader and some good candidates were interviewed including one of the

existing Groundsmen. The Chair said she was pleased to report that the best candidate with the most relevant supervisory experience had been offered the position and accepted. It was noted the successful candidate was an external applicant and that this had been conveyed to the current employee that had been interviewed. Details of the agreed salary and probation are recorded in the Confidential Memorandum.

(iii) Caretaking Staff

It was **NOTED** that an additional caretaker was required to cover Thursday evenings and weekends and a new advert would be drafted.

(iv) Bar Staff

It was **NOTED** that the Bar Supervisor was still hoping to find additional staff that could be trained up to cover the senior role. It was further noted that the Chair and Clerk will speak to the Senior member of staff that currently covered afternoons Monday – Thursday about making her hours permanent and on contract.

The Clerk advised that following the increases to the minimum wage and adjustments to some salaries it had been necessary to reprint the current salary rates and those budgeted for, for the next financial year. These were **NOTED** and recorded in the Confidential Memorandum.

301. **CLOSURE**

The meeting closed at 8.20pm.

Chairman  
9<sup>th</sup> January 2023