

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 21ST JUNE 2021**

PRESENT: CLLRS. MRS J DEARDEN [Chairman], MRS K DENNISON, J LOVER, N NEWMAN & MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council]

38. **OPENING OF MEETING**

The Chairman opened the meeting at 7.10pm.

39. **APOLOGIES**

Apologies for absence were received from Cllrs Mrs Thwaites and Rook. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref: 470.

40. **DECLARATIONS OF INTEREST**

Cllr Mrs Dennison declared a personal interest in item 43(ii) as her son is going to apply to work as bar staff. Cllr Mrs Dearden declared a personal interest in item 43(iv) as her husband is a member of caretaking staff.

41. **ELECTION OF VICE-CHAIR**

Cllr Mrs Throssell was **NOMINATED** by Cllr Lover and **SECONDED** by Cllr Newman. There being no further nominations, Cllr Mrs Throssell was duly **ELECTED** Vice-Chairman of the Personnel Committee for 2021/2022.

42. **END OF YEAR [2020/21] INCOME AND EXPENDITURE REPORT**

It was **NOTED** that despite a very difficult year with closures, furlough and redundancies, the staff costs for the year had come in at well under the budget.

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.

43. **STAFF**

Current Staff Situations by Department

- (i) OSA Staff

Members were reminded that, following his resignation, Mr Lee Hayward would be leaving the Council's employment on 2nd July. It was agreed to hold a small informal presentation for him on Thursday 1st July at midday in the Kilnbar and to purchase a card and gift voucher from the Chairman's allowance.



The Chair advised that as it was a more specialist role it would be preferable to use an agency to assist in the recruitment of a new Grounds Person. The Clerk advised she had contacted the agency used previously and their charges are 13% of starting salary.

RESOLVED to instruct the agency for the recruitment of a Grounds Person.

(ii) Bar Staff

It was **NOTED** that the response to the advertisement for staff had been disappointing. Cllr Mrs Dennison said there was a possibility her son could assist with some bar shifts and will ask him to contact the Clerk. The adverts will be continued in the hope of attracting more staff.

The Clerk advised that a figure had been received regarding the final payment of pension following the redundancy for a former member of bar staff. Further details are contained in Confidential Memorandum Ref. 418.

(iii) Admin Staff

The Chair advised she felt that the Community Centre Administrator, currently still on furlough, should start a gradual return to work. Members agreed and the Clerk will speak to him about arranging a return to work interview. It was acknowledged he may have to undertake more varied duties until bookings picked-up. The Chair also said that there were several training courses that would be beneficial for staff such as fire warden, health and safety and first aid. The Clerk will investigate further and implement a training schedule as appropriate for staff.

(iv) Caretaking Staff

There were no issues with caretaking staff as two new members of staff had been recently engaged.

44. **CLOSURE**

The meeting closed at 7.50pm.

Chairman
12th July 2021