

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 12<sup>TH</sup> OCTOBER 2020**

PRESENT: MRS J DEARDEN [VICE-CHAIR], J LOVER, MRS K DENNISON, MRS A THROSSELL  
MRS N GREENAWAY [Clerk of the Council]

### 57. **OPENING OF MEETING**

The Vice-Chair opened the meeting at 7.00pm and thanked everyone for their attendance and explained it had been necessary to call this meeting to discuss some staff issues that have arisen because of the current situation.

### 58. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites, Newman and Mulcuck. The previously notified reasons for absence were recorded in the absence book ref 458 and **ACCEPTED** and **APPROVED**.

### 59. **DECLARATIONS OF INTEREST**

There were no declarations of interests.

### 60. **ESTIMATES FOR FINANCIAL YEAR 2021/2022**

#### (a) 2021/2022 Estimates

It was **NOTED** that these could not be prepared until some staff issues are resolved.

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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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#### (b) Staff Salaries for 2021/2022

It was **NOTED** that these could not be confirmed until some staff issues are resolved. It was agreed that no incremental rises should be included, only provision for a cost of living rise.

### 61. **STAFF**

#### Current Staff Situations by Department

#### (i) Bar Staff

It was **NOTED** that the permanent members of bar staff are working reduced hours because of the reduced opening hours. It was also **NOTED** that their salaries are being topped up by the Government furlough scheme. Cllr Mrs Dearden advised that a review of bar staff requirements was being undertaken in light of the recent operational changes. Further information is contained in Confidential Memorandum Ref: 415.

(ii) Admin Staff

It was **NOTED** that the Clerk, Business Administrator and Open Spaces Administrator continued to work their usual hours in the office but the Community Centre Administrator was only working 12 hours per week because of the reduction in bookings [with his salary being topped up by the Fulough Scheme]. Further information is contained in Confidential Memorandum Ref: 416.

(iii) Caretaking Staff

It was **NOTED** that the Caretaking Supervisor was working her usual hours but she was being flexible to cover evening shifts if necessary. It was further **NOTED** that one other caretaker had been brought back to cover some evenings and weekends.

(iv) OSA Staff

It was **NOTED** all three grounds staff continued to work as usual. It was further **NOTED** that the Clerk and Cllr Mrs Dearden hoped to carry out appraisals with Grounds Staff in the near future.

62. **CLOSURE**

The meeting closed at 7.47pm.

Chairman  
2<sup>nd</sup> November 2020