

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 8TH DECEMBER 2025**

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

324. **OPENING OF MEETING**

The Chair opened the meeting at 8.52pm.

325. **APOLOGIES**

There were no apologies for absence.

326. **DECLARATIONS OF INTEREST**

Cllr Mrs Dearden declared a personal interest in item 328(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 to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

327. **FINANCE**(a) **Salary Budgets – 2026/27**

Details of staff salaries and recommended progressions on the NJC Salary Scales from 1st April 2026 were discussed. The Clerk advised she had budgeted for some possible increases but would like to confirm if appropriate in the new year. Further details are recorded in the Confidential Memorandum Book Ref. CM 451.

(b) **Personnel Draft Estimates – 2026/27**

Draft Estimates for 2026/27 were **CIRCULATED**. The increases to the National Minimum Wage, the increase in employer's National Insurance Contributions, a further cost of living increase for next year plus Scale Point increases for some staff and the addition of more staff to the pension were all included. It was also noted that there had just been notification that the employer contribution rate for LGPS was to reduce slightly and this would need an adjustment.

RESOLVED to RECOMMEND

to accept the draft estimates in principal subject to the amendments discussed and these be referred for scrutiny at the Finance and Administration Committee Precept meeting as part of the full budget.

328. **STAFF MATTERS**(a) **Current Staff Situations by Department including contracts, training, pensions & appraisals**(i) **Admin Staff**

No issues. A good team place that worked well together. Further discussion is recorded in CM452.

(ii) **Grounds Staff**

The Clerk confirmed that she had undertaken appraisals with each of the Grounds Staff. Further details are recorded in CM452.

(iii) **Caretaking Staff**

The Clerk confirmed that she had undertaken appraisals with each of the Caretakers. She advised a few issues had come to light and she would be considering comments made and looking into how some changes and improvements to working practices might be achieved.

(iv) **Bar Staff**

It was NOTED and issue had arisen with a member of casual bar staff. Further details are recorded in CM452.

(b) **Employee Handbook**

It was NOTED that the full version needs to be reviewed and updated and it was suggested an "abridged" version be given to all new employees as part of the induction process.

It was also NOTED that as part of the upcoming new Employment Rights Bill, all staff terms need to be reviewed to ensure they are on the correct contract as all staff will be required to have a contract.

329. **CLOSURE**

The meeting closed at 9.30pm.

Chairman
5th January 2026