

DITTON PARISH COUNCIL

MINUTES OF AN EXTRA-ORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 23rd NOVEMBER 2020**

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

81. **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 a further meeting to discuss urgent staff issues.

82. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites, Newman and Mulcuck. The previously notified reasons for absence were recorded in the absence book ref 460 and **ACCEPTED** and **APPROVED**.

83. **DECLARATIONS OF INTEREST**

There were no declarations of interests

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and standing Orders 27 & 50 the Chairman moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

84. **STAFF**

Update on Staff Situations Affected by Covid-19 Restrictions

It was **NOTED** that the Administration Staff were working mainly in the office with some cover from home and that the Community Centre Administrator remained on Furlough. It was confirmed that the Caretaking Supervisor was also on the Furlough Scheme.

The Grounds Staff were continuing to work as usual as restrictions did not affect their work.

It was confirmed the Bar had had to close again because of the restrictions and staff placed on furlough for November.

Cllr Dearden advised that following the last meeting, a business case had been prepared for the bar, which included a proposal for changes to the hours, terms and pay for permanent members of staff. It was **NOTED** this had been prepared with advice from HR Services Partnership. It was further **NOTED** that so far an Announcement Meeting had taken place on 10th November and the first Consultation Meeting had taken place on 17th November. At this meeting, the two members of permanent bar staff were made aware and given full details of the proposal. Cllr Mrs Dearden advised that both members of staff were disappointed by the level of changes to their terms and raised difficulties they may have with the new terms. Therefore, redundancy was discussed as an alternative option. Further details are contained in Confidential Memorandum Ref. 417.

It was also NOTED that another member of bar staff, previously on a six hour contract had agreed to move to a zero hour contract as it was felt this would be more flexible and better suit the needs of the business going forward.

Cllr Mrs Dearden suggested that all staff be asked to use annual leave for a longer break over Christmas as most of the staff had not taken leave this year if they had been on furlough or had the opportunity to if they have continued working. The Clerk will check all staff's remaining holiday and ask that they take up to two weeks if they have sufficient leave.

85. **CLOSURE**

The meeting closed at 7.46pm.

Chairman
7th December 2020