

# KESSINGLAND PARISH COUNCIL



## Minutes of the Extra-Ordinary meeting of the **Personnel Committee** held at 10am on Tuesday 5<sup>th</sup> December 2023 in the Council Chamber, Marram Green

**Members present:** N. Glendinning, I. Graham & S. James (Chair)  
**Other Cllrs in attendance:** None  
**Others present:** None  
**Clerk to the Meeting:** N Coleby (Clerk)

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#### 44. Chair's welcome & housekeeping

44.1 The Chair welcomed everyone to the meeting and explained the meeting protocol.

#### 45. Apologies for absence.

45.1 Apologies for absence were received from Cllr Green & Councillor Cook, Cllr Graham proposed acceptance and Cllr Glendinning seconded with all in favour. It was noted that Cllr Boyle had resigned from the committee.

#### 46. Declarations of Interest.

46.1 There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and it was noted that there were no written requests for dispensations for Disclosable Pecuniary Interests.

#### 47. Minutes of the previous meeting.

47.1 As this is an extra-ordinary meeting of the committee, the minutes will go to the next ordinary meeting of the committee.

#### 48. Public participation.

*Any members of the public who wish to speak on matters on this agenda should indicate that they wish to speak by raising their hand at this point and the Chair of the meeting will call on them to speak. A member of the public has a maximum of three minutes to address the meeting.*

48.1 No members of the public were present.

#### 49. Staffing Matters

49.1 It was noted that Parish Council endorsed the decision taken by the Personnel committee regarding the appointment of Youth Leader. The unsuccessful candidate has been advised.

- 49.2 As this item deals with staffing matters in relation to the Youth Leader's appointment, this item will be discussed in confidential session.
- 49.3 It was noted that the DBS process has already been started for the Youth Leader.
- 49.4 It was noted that council has delegated authority to the Personnel committee to deal with review of staff contracts where there is no financial impact. Where there is a financial impact, the committee will send a recommendation to Finance & Governance for their consideration of financial impact before both recommendations progress to Parish Council. It was noted that when the previous meeting of the committee had been inquorate, the Clerk had met with the Chair of the Council and the Chair of Personnel to consider rationalisation of the staff contracts to remove anomalies between office and external staff and also to take in any changes needed by employment law or triggered by staff salary levels. In particular these included sick pay, Bank Holidays, Privilege Days, Staff Progression/related pay. It was noted that not all contracts could be identical as there would need to be some differences due to legal or personal reasons and that no staff will be disadvantaged by the changes. A paper and draft contract will come to the next meeting with all the details however councillors felt that this was positive for staff and the council.
- 49.5 It was noted that the majority of staff appraisals have been completed by the Chair of Personnel and the Clerk. The only outstanding appraisal is that of the Clerk, which is usually completed by the Chair of Personnel and the Vice-Chair of the council. Any recommendations from those appraisals will be brought to the February meeting of the committee as some have only be completed recently.
- 49.6 It was noted that during the appraisals it had been identified that a member of staff had not received the standard uplift in pay on completion of their probationary period, which has previously been two salary points, and consider actions to correct this situation. This matter will be dealt with in the confidential session of meeting.
- 49.7 It was noted that the national pay award had been agreed and is the same as last year at an across the board increase of £1925 for full time staff regardless of their grade. This figure does mean a higher percentage increase for those on lower pay but actually works out as a £1 an hour increase. This pay award applied from the 1<sup>st</sup> April 2023 and the correction to pay and the back pay have all been completed. Calculations of annualised pay have also been completed and the salary standing orders will be amended to reflect the pay increase.
- 49.8 It was noted that due to the Standing Order method of pay an error was identified in an individual's pay. As this related to an individual this matter would be dealt with in confidential session.
- 49.9 It was noted that training for the Cleansing Operatives and General Factotum on H&S matters has been identified. Training would be via online learning and if the committee approves will consist of a package of shorter courses which if done alone would be £25 each. The package costs £60 per person. This includes H&S, Risk Assessments, Working at Heights, COSHH, Fire Safety, Basic First Aid, Manual Handling and Slips and Trips along with three elements which would not really be relevant which are DSE, Fire Marshal and Working from Home. The time that it takes to complete the course is quoted as 20hrs. This course is from a leading online provider and is extremely good value for money. It is significantly lower than taught courses and would not have any travelling, mileage or subsistence costs for the council. This training would not

be mandatory however it was proposed that staff would be paid for their time as also receive a one scale increase to their pay in line with the NJC pay scales. Cllr James asked how it would be monitored both to ensure that staff were accessing the training but mainly to ensure that staff were supported. It was confirmed that it would be discussed in the staff meetings and the Deputy Clerk would check in with staff members regularly. Additionally the course is designed to help with this as each module has its own completion certificate. It was also proposed that the Administration and Committee Clerk could do the SALC Clerks course as this provides a good overview of the council and be beneficial in understanding all the legal reasons why things are done. The committee considered both of the proposals and agreed that they both had merit and that both were the most cost effective but, more importantly, beneficial to the staff as well as ensuring that the council is being a good employer. Cllr Graham proposed approval of the training for the Administration and Committee Clerk as this was within the committee's authority. Cllr approved the training for the other staff and made recommendation to the Finance & Governance committee to approve the cost as it was within budget but outside of the committees delegated authorisation.

- 49.10 The committee considered the proposed Christmas closures It noted that the closure of the office and staffing implications. It was noted that the office would close at end of day on the 21<sup>st</sup> December and re-open on the 3<sup>rd</sup> January. Staff would use their statutory days, plus leave if required, to facilitate this. With regard to Francis Road, both gates would close at dusk on the 24<sup>th</sup> December and remain closed until Boxing Day when the gate at Clare Road would be opened. The Francis Road gate would be opened on the morning of the 27<sup>th</sup> and would then return to normal routine up to and including the 31<sup>st</sup> December. The Francis Road gate would not be opened on the 1<sup>st</sup> January however the Clare Rd gate would be open. Normal opening would resume on the 3<sup>rd</sup> January 2024. This should not affect any of the groups which use the KSSC and, if there were Football matches on any day that the gates were locked the club had keys to access the field and it would be their responsibility regarding opening and closing of the gates. Cllr Graham proposed that acceptance of the Christmas opening times and Cllr Glendinning seconded with all in favour.

50. **Date of next meeting.**

The date of the next meeting of the committee is the 5<sup>th</sup> February 2024.

51. **Exclusion of the Press & Public.**

*That in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.*

52. **Staffing Matters**

Confidential.

53. **Close of meeting.**

The meeting closed at 11.05am.