



# **YAXLEY PARISH COUNCIL**

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: [clerk@yaxleypc.org.uk](mailto:clerk@yaxleypc.org.uk) Website: [www.yaxleypc.org](http://www.yaxleypc.org)

**To: All Members of the Personnel Committee**

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 22<sup>nd</sup> September 2020 at 8.00pm by Zoom app – anyone wishing to join the meeting should email the [clerk@yaxleypc.org.uk](mailto:clerk@yaxleypc.org.uk) prior to the meeting for joining instructions.**

*H. Taylor*

**Helen Taylor**  
On behalf of Yaxley Parish Council

**15<sup>th</sup> September 2020**

**THE PUBLIC AND PRESS ARE ALWAYS WELCOME**

## **AGENDA**

- PER12. ELECTION OF CHAIRMAN 2020/21**  
To elect a Chairman for the Committee for the remainder of the Municipal Year.
- PER13. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- PER14. ELECTION OF COMMITTEE VICE CHAIRMAN 2020/21**
- PER15. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**  
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PER16. MINUTES**  
To approve as a correct record the Minutes of the meeting of the Personnel Committee held on Tuesday 30<sup>th</sup> June 2020 - attached.
- PER17. PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PER18. STAFF TRAINING**  
To receive a report by the Clerk.

- PER19. ACTION PLAN**  
To consider the Committees projects included within the Action Plan and to identify any additional schemes prior to the budget setting in November– the relevant pages are attached.
- PER20. CHRISTMAS AND NEW YEAR OPENING HOURS**  
To confirm the Christmas opening hours for the office/facilities.
- PER21. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**  
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PER22. NATIONAL SALARY AWARD.**  
To receive a report by the Clerk.
- PER23. STAFFING UPDATE**  
To consider a verbal report by the Clerk
- PER24. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**  
  
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Minutes of the Meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 30<sup>th</sup> June 2020.**

Present:- Councillor A Wood – Chairman

Councillors E Gilchrist, K Gulson, J Lusted, P Russell and S Sanderson.

In attendance: H Taylor

**PER1. APOLOGIES**

No apologies were received.

**PER2. DECLARATION OF INTERESTS**

No declarations were received.

**PER3. MINUTES**

Councillor S Sanderson proposed approval of the Public and Confidential Minutes of the Personnel meeting held on 14<sup>th</sup> January 2020. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

**PER4. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PER5. STAFF TRAINING**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were advised of the training undertaken by the staff since the previous meeting. This included cross cutting chainsaw course, manual handling, working at height and COSSH.

Attention was drawn to the cost of training and the possibility that a member of staff may request to go on some training and then leave some time after, taking their new skill with them at the expense of the Council. With this in mind, it was proposed by Councillor P Russell and seconded by Councillor E Gilchrist that should a member of staff request specific training that they be requested to agree in writing, prior to the commencement of the course, that they will pay back the associated costs should they leave the council's employment within 12 months of the course date. This was unanimously **RESOLVED**.

**PER6. ANNUALISED MONTHLY PAYMENTS**

Members were informed verbally by the Clerk of an ongoing review by the Fair Works Commission of annualised monthly payments and the implications for the Parish Council. It was explained that the Grounds Team are paid a set amount each month but that they work winter and summer hours. From 1<sup>st</sup> November 2020 a new approach will be introduced whereby the Team will be paid for the hours they work each month resulting in a lower monthly salary in the winter and a higher payment in the summer. The team have been made aware of the changes and are happy with the new arrangement.

**PER7 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor J Lusted, seconded by Councillor P Russell and unanimously **RESOLVED** that the meeting should be closed to the public and press at 8.23pm and the matters record at Minute No PER8 and PER9 dealing with holiday leave and staffing be treated as confidential and excluded from the Minutes to be made available for public inspection

**PER8. MANAGING HOLIDAY AND EXTENSION OF CARRY OVER PROVISIONS**

The Committee received a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) outlining a temporary amendment to the Working Time Regulations (WTR) 1998 to allow workers to carry forward unused holiday for up to two years where they have been unable to take it due to the Covid-19 pandemic. Having been briefed on the current position regarding the levels of staff leave and in noting that the leave period starts on 1<sup>st</sup> April and runs until 31<sup>st</sup> March, it was proposed by Councillor K Gulson and seconded by Councillor P Russell that a further report on this matter be considered at the December meeting.

**PER9. STAFFING**

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), the Committee were apprised with various staffing matters relating to the appointment of a Grounds Maintenance Supervisor, the filling of a current vacancy and retirement plans for a member of staff. Members placed on record their appreciation to the staff for their hard work of late, especially given the difficulties faced by all during the pandemic.

**PER10. PENSION UPDATE**

Further to Minute No.58/19, Members noted the contents of a report from the Council's Pension Provider LGSS (a copy of which is appended in the Annex to the Minute Book), which outlined the current position for Yaxley and the Council's new contribution rate. Members were pleased to note that the rate had reduced from 36.8% to 21.5% and that the Parish Council's funding level was much better than the Pool average. It was mentioned that the Parish Council could pay a higher rate if desired, Members recognised that this would need careful consideration and would form part of the ongoing monitoring of the scheme by the Committee.

**PER11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor E Gilchrist that the press and public should be readmitted to the meeting.

Meeting closed at 9.25pm

Signed .....

Chairman.

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## **CONFIDENTIAL MINUTES NOT TO BE SHARED**

**Confidential Minutes of the Meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 30th June 2020.**

### **PER8. MANAGING HOLIDAY AND EXTENSION OF CARRY OVER PROVISIONS**

In discussing the temporary amendment to the Working Time Regulations (WTR)1998 Members recognised that one option could be the buying back of holiday, perhaps up to 2 weeks, but agreed to review the overall position in December. In the meantime, Members stressed that no employee would be told that they have to take leave this year.

### **PER9. STAFFING**

#### **Supervisors role**

Members were advised that Andy Wright had re-joined the team in a temporary position of Grounds Operative and would be interested in returning as Supervisor, following the departure of Dawn Hodgson. Andy had put forward the following conditions, that:

- he is able to take from Mid June to Mid August 2021 off, using holiday and unpaid leave, to fulfil a pre-booked commitment;
- the working hours for the role be altered to Monday to Thursday 8.00am to 5.00pm and Friday 8.00am to 12.45pm, 37.5 hours a week rather than the current winter and summer hours. This would allow him to catch up with paperwork and machine maintenance after the team had left; and
- his previous employment (28<sup>th</sup> March 2017 to 16<sup>th</sup> July 2019), be included as continuous service for holiday provision, as those with 5 years or more service are awarded an extra week's holiday.

In considering his requests, Members felt that point 1 and 2 were reasonable and that he would need to set the work for the team for a Friday afternoon and check that it has been carried out on a Monday. Members were not in favour of previous employment being considered as continuous service as he has had a nine months break in service. Members felt that the change in hours should be monitored and to ensure that they were working for everyone. With this in mind, it was proposed by Councillor Wood that the role be offered to Andy Wright, with a probation period of 6 months, on the scale he was on when in left in July 2019 with a review in 6 months and agreement be given to him taking unpaid leave next summer as detailed above. This was seconded by Councillor P Russell and unanimously **RESOLVED**.

#### **Ground Operative Vacancy**

The Clerk reported that Clark Sidaway was currently working with the Grounds Team for this week as a trial. Clark had interviewed very well for a similar post in November last year and had applied again when another vacancy arose in March, following Jason Thorne's departure. The Clerk explained that a judgement as to whether he would be suitable for the role would be made at the end of the week. Should he be successful then it was hoped he could start with the Parish Council soon.

#### **Bev Porter – Accountant**

Members were advised that Bev had indicated that she wishes to retire in July 2021. It was explained that due to an underlying medical condition Bev has been working from

home and that this had worked out better than expected. Looking to the future this arrangement could be used by any replacement. The role is a specialised one and would benefit from the holder knowing the financial packages the Council uses. With this in mind, Bev had suggested a possible replacement and discussions would be taking place with this person to confirm their suitability.

Signed .....

Chairman.



**DATE: 22<sup>nd</sup> SEPTEMBER 2020**

**SUBJECT: TRAINING**

**1. PURPOSE OF REPORT**

To be note training arranged for staff.

**2. TRAINING**

Clark Sidaway joined the Grounds Team in July and has already completed and passed PA1 Pesticide Foundation Course and is awaiting to sit the exam for PA6 – Application of Pesticide. Clark has signed a training agreement for these courses agreeing to pay back the cost the employment of the Council within 12 months

All Members of staff will be undertaking Equality and Harassment/Bullying training at the beginning of October, this has been arranged through ACAS and will be provided via Zoom.

The Grounds Team will be attending a playground inspection course in October this was originally meant to be held in March and is being run by Play Inspection.

**RECOMMENDATION**

That the contents of the report be noted.

**Helen Taylor**

**Clerk to Yaxley Parish Council**

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Personnel

| Objective   | Responsibility                  | Actions                              | Response   | Timescale | Owner               |
|---|---------------------------------|--------------------------------------|--|-----------|---------------------|
| 1 – Develop training plan for all employees to reduce external workforce requirement    | Personnel Yaxley Parish Council | Identify need and prioritise.        | All staff to undertake Equality and Diversity training and Bullying and Harassment training. The Grounds team are completing playground inspection training. | ongoing   | Personnel Committee |
| 2 – Prepare or review risk assessments for all work areas                               | Personnel Yaxley Parish Council | Prioritise and undertake assessments | Risk assessments reviewed and approved by Personnel Committee<br>Fire Policy to be reviewed end of 2020  | ongoing   | Personnel Committee |
| 3. To ensure the Parish Council has the right staffing in place to undertake its duties | Personnel Yaxley Parish Council | Various staff changes.               | Currently no staffing vacancies.   | Ongoing   | Personnel Committee |
| 4. Review the Parish Councils involvement in the LGSS pension scheme                    | Personnel Yaxley Parish Council | Review and plan for the future       | Review of the pension pool's has been undertaken and the Parish Councils overall contribution has reduced considerable.                                      | Ongoing   | Personnel Committee |