

**Minutes of the Meeting of the Personnel Committee  
held by Zoom 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

A handwritten signature in blue ink, consisting of several overlapping loops and a sharp peak at the top.

Signed .....

Chairman.