



# **YAXLEY PARISH COUNCIL**

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

Sir/Madam

You are hereby summoned to attend an extraordinary Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 21st September 2021, after a meeting of the Property Committee, expected start time 7.30pm in the Austin Hall, the Amenity Centre, 48 Main Street, Yaxley.**

*H. Taylor*

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

**14 September 2021**

**THE PUBLIC AND PRESS ARE ALWAYS WELCOME**

## **AGENDA**

- PER21. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- PER22. 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.
- PER23. MINUTES**  
To approve as a correct record the Minutes of the meeting of the Personnel Committee held on Tuesday 7<sup>th</sup> September 2021 - attached.
- PER24. PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PER25. CHRISTMAS AND NEW YEAR OPENING HOURS**  
To note that the Office and Council facilities will close at noon on Friday 24<sup>th</sup> December 2021 and reopen on Tuesday 4<sup>th</sup> January 2022.
- PER26. 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.
- PER27. 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.

**PER28. STAFFING MATTERS**

- **Recruitment of Grounds Operative - update**
- **Request from a Grounds Operative to reduce their working hours - update**

To receive a verbal report by the Clerk.

**PER29. SALARY REVIEW WORKING GROUP REPORT**

To receive an update – report to follow.

**PER30. SOCIAL MEDIA LEGAL ADVICE**

To receive a report by the Clerk – attached.

**PER31. 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 Austin Hall, the Amenity Centre, Main Street, Yaxley on 7<sup>th</sup> September 2021 at 7.00pm.**

Present:- Councillor A Wood – Chairman

Councillors D Chapman, E Gilchrist, K Gulson, D Hitchcock, P Russell and S Sanderson.

In attendance: H Taylor

**PER13. APOLOGIES**

An apology for absence from the meeting was received and accepted from Councillor J Lusted (personal).

**PER14. DECLARATION OF INTERESTS**

No declarations were received.

**PER15. MINUTES**

Councillor E Gilchrist proposed approval of the Public and Confidential Minutes of the Personnel meeting held on 27<sup>th</sup> July 2021. This was seconded by Councillor P Russell and unanimously **RESOLVED**.

**PER16. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PER17. 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 P Russell, seconded by Councillor S Sanderson and unanimously **RESOLVED** that the meeting should be closed to the public and press at 7.05pm and the matters record at Minute No PER18 be treated as confidential and excluded from the Minutes to be made available for public inspection

**PER18. STAFF MATTERS**

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), the Committee received a staffing update which included the resignation of a Grounds Operative, recruitment process for the latter and a request from a Member of the Grounds team to reduce their working hours.

**PER19. SALARY REVIEW WORKING GROUP UPDATE**

The Chairman gave an update on progress of the Salary Review Working Group. It was reported that progress so far had been good and a further report would be made at the next meeting.

**PER20. 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 D Chapman and seconded by Councillor E Gilchrist that the press and public should be readmitted to the meeting.

Meeting closed at 7.55pm

Signed .....

Chairman.

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.	Chainsaw training has been arranged for a member of staff, further training is likely for anyone joining the Grounds Team in the future.	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 Health and Safety and COSSH reviewed February 2021	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 one vacancy in the Grounds Team – the role was advertised in August with interviews in September.	Ongoing	Personnel Committee
4. Review staff salaries	Personnel Yaxley Parish Council	Evaluate current salary grades	Work has commenced on evaluating salaries to ensure that the remain competitive with other roles in the area.	Ongoing	Personnel Committee

