

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Monday 17<sup>th</sup> April 2023 at 2.30pm

**In attendance:** Councillors V Manro, R Hailstone and R Ross

**Officer:** Laura Cutter, Deputy Clerk & Services Manager

**1. Apologies for Absence**

There were apologies received and noted from Councillor E Baker Lee (Personal Commitments), Councillor L Rhys-Jones (Work Commitments) and Councillor A Roupelis (Work Commitments).

**2. Declarations of Interest**

There were no declarations of interest.

**3. Chairman's Announcements**

There were none.

**4. Minutes**

**RESOLVED:** That the minutes of the Personnel Sub-Committee held on 23<sup>rd</sup> January 2023 be signed as a correct record.

**Proposed:** Councillor R Ross

**Seconded:** Councillor R Hailstone

**Vote:** Agreed unanimously.

**5. Staffing Matters**

The Deputy Clerk & Services Manager presented a staffing report which is held confidentially. After discussion the following was agreed:

1. To recommend to Full Council to consider reintroducing the Staff Larder and Staff Lunches in October 2023 – March 2024 using the existing budgets.
2. To recommend to Full Council to enrol the Council into the Credit Union Savings Scheme at no cost to the Council.
3. To recommend Full Council agree the allocation of SPOT bonuses to Members of the Parks & Open Spaces Team for conducting the hedge cutting schedules in the absence of contractors, enhancing the specification and conducting new training requirements to fulfil the contract.
4. To consider the recommendations raised by the Chief Officer who has worked reduced hours during the last 15 months:
  - a. To recommend that Full Council agree the use of the Compassionate Leave Policy (10 working days) to reduce the working days owed from 35 days to 25 days.
  - b. To recommend that Full Council accept a proposal that the 25 days (£5,500.25) owed to the Council will be repaid over 10 months from June 2023 – March 2023 at £550.10 per month.
  - c. To recommend Full Council agree a few weeks phased return of the Chief Officer from 24<sup>th</sup> April 2023 and allow up to 10 days from the Bereavement Policy to offset against the reduced working hours for the phased return.

- d. To agree a SPOT bonus of £2,500.00 for the Deputy Clerk and £1,000.00 for the Deputy RFO to be paid in the May's payroll from the funds being repaid by the Chief Officer. Any surplus funds will remain in the General Reserves in March 2024.

**Proposed: Councillor R Hailstone      Seconded: Councillor V Manro**  
**Vote: Agreed unanimously.**

The meeting closed at 3.25pm      Chairman: \_\_\_\_\_

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