

**Minutes of the Meeting of the Personnel Committee held in Queens Park Hall,
Daimler Avenue, Yaxley on 22nd March 2022 at 7.45pm.**

Present:- Councillor A Wood - in the Chair;

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

In attendance: H Taylor

PER48. APOLOGIES

Apologies for absence from the meeting were received and accepted from Councillors D Hitchcock and J Lusted.

PER49. DECLARATION OF INTERESTS

No declarations were received.

PER50. MINUTES

Councillor K Gulson proposed approval of the Minutes of the Personnel meeting held on 16th November 2021. This was seconded by Councillor D Chapman and unanimously **RESOLVED.**

PER51. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PER52. REVIEW OF PERSONNEL POLICIES

Members reviewed the contents of the Asbestos Management Policy, Lone Working Policy, Lone Working Risk Assessment and Alarm Activation Policy (copies of the documents are appended in the Minute Book).

In doing so, Members discussed ways of reducing the risks associated with working without close or direct supervision, the Clerk reported that the Caretaker has been using a MicroGuard, lone worker device that uses GPS to pinpoint the user's location, provides immediate assistance from an alarm receiving centre if required and has a timer function to set the time for completion of the work and a man down feature. Based on the discussions, Members requested the Clerk to implement a trial scheme with other members of staff undertaking lone working and to report back to a future meeting thereon. With regard to the Asbestos Management Policy, Members felt that a list of areas where asbestos may be found should be attached to the Policy which they recognised may require an outside contractor to compile. The Clerk agreed to investigate the latter and to bring the documents back to a future meeting which the amendments suggested

PER53. 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 and that planned.

PER54. 2021/22 NATIONAL SALARY AWARD

Members noted the National Joint Council for Local Government Services has finally agreed the rates of pay for 2021-22 which will be backdated from 1st April 2021.

PER55. 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 E Gilchrist and unanimously **RESOLVED** that the meeting should be closed to the public and press at 8.25pm.

PER56. PAYMENTS FOR CLOSING UP OUT OF NORMAL WORKING HOURS

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), Members reviewed the payment for locking the Council’s facilities outside normal working hours. Whereupon, it was proposed by Councillor D Chapman, seconded by Councillor E Gilchrist and unanimously **RESOLVED** that the following rates be introduced with effect from 1st April 2022:

- opening and closing outside normal working hours before 10pm - £14
- closing or opening outside normal working hours before 10pm - £8
- closing after 10pm and before midnight - £20
- closing after midnight - £25.

PER57. STAFF MATTERS

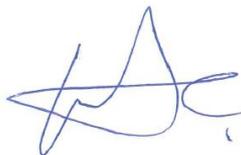
Members received and noted a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) outlining any personnel matters relating to staffing that have arisen since the previous meeting.

PER58. 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 S Sanderson and seconded by Councillor E Gilchrist that the press and public should be readmitted to the meeting.

Meeting closed at 8.50pm



Signed

Chairman.