

**Cotgrave Town Council Personnel Meeting
24th February 2016**

Present : Councillors V Wood, R Butler, K Chewings, S Gardner, L Healy & J Mileham

Apologies Approved: Councillor C Chewings

In Attendance : The Clerk and 1 member of the public.

The meeting was held in Studio 4, Cotgrave Leisure Centre and started at 7.00pm.

Declarations of Interest

009 No declarations were received.

Public Open Session

010 No discussion offered from the member of the public.

011 Chairman of Personnel Committee read out the following statement,

'I propose that the press and the public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960.'

Staff Pay Review

012 The appraisal process for the administration staff has now been updated and the administration staff have had their appraisals.

013 All other members of staff have had their appraisals.

014 The Personnel Committee reviewed the appraisals and discussed pay awards for all staff.

015 The Personnel Committee noted that a national pay award is also pending, but has not yet been accepted by the national unions. The pay award being discussed is 1% April 2016 and another 1% next April 2017.

016 Park keepers' wages were discussed and it was noted that the new minimum wage will come into effect from 1st April 2016. Personnel Committee discussed the new minimum wage, and have decided to award this increase from April 2015.

017 The Personnel Committee discussed the ground staff and their changing roles as other councils are cutting back their services and our staff are being asked to do additional work.

- 018 Personnel Committee suggested a 2% increase for ground staff and back dating it to April 2015, to reflect the additional tasks they have been asked to undertake.
- 019 Personnel Committee discussed the administration staff and suggested that both members of staff be moved up one spine point. Also to review the contract and pay of the Clerk. This would be backdated to April 2015.
- 020 **Recommendation** : 'To award the park keepers a pay rise in line with the new minimum wage for April 2016, but back dated to April 2015.'
- 021 **Recommendation** : 'To award the ground staff a rise of 2%, back dated to April 2015.'
- 022 **Recommendation** : 'To award the administration staff a pay award of moving up one spine point and back dated to April 2015.'
- 023 **Recommendation** : 'To review the contract and pay of the Clerk.'

Staff Holiday

- 024 The Clerk asked if the Personnel Committee would consider changing the staff contracts, under very special circumstances to allow for unused holiday to be paid off at the end of the financial year.
- 025 The personnel committee reviewed this and decided that they did not wish to amend the staff contracts, but actively encourage all staff to use the annual holiday entitlement.

Holiday Approval for a member of staff

- 026 A member of staff has requested permission to take an extended holiday, 3 weeks, during the summer.
- 027 Personnel Committee agreed this would be allowed but would need to be made aware the dates and would need to discuss what cover, if any would be needed during this period.

There being no further business the meeting ended at 8.45pm.

Chairman..... Signed as a True Record (Date).....