

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE MINUTES**

Held on Thursday 23<sup>rd</sup> May 2024, 7:00pm at **The Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW**, for the purpose of transacting the business outlined in the agenda below.

In attendance: Cllrs Quinsey (Chair), Anderson, Kisby.

1. **To receive apologies and consider acceptance for absence.** Apologies received from Cllr A Taylor.
2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.** None received.
3. **To receive and approve minutes of the meeting of the Staffing Committee Meeting on 8<sup>th</sup> May 2024.** The Committee received and approved the minutes.
4. **To receive any questions or comments from members of the public on matters on the agenda.** No members of the public were present.
5. **To consider a consultation process with Drayton Parish Council Staff regarding adoption of the NALC Model Contract of employment for Councils** (updated February 2024), and agree as appropriate.

The Committee considered the changes reflected in the new model contract, and considered the advice received from an HR advisor.

The Committee proposed not enter consultation with staff members regarding the adoption of the new contract, and to continue with the current contracts of employment. All in favour.

The Committee further proposed to adopt the recommended change to the annual leave year, to run in line with the financial year from April 2025, as opposed to contract start date. All in favour.

6. **To review the consultation process for the changes to the Maintenance Operative Role.** The Committee discussed and reviewed the timeline of the consultation process for the changes to the role of Maintenance Operative (now Parish Ranger), and the recent decision by Council. The Committee received feedback, via the Clerk, from the current incumbent as to their thoughts on the process. The Committee agreed that the process had been appropriately conducted inline with HR advice and wished the incumbent every success in their new role as they begin the 4-week trial period starting 1<sup>st</sup> June 2024 as the Parish Ranger.
7. **To review and agree the Parish Ranger work schedule.** The Clerk provided an outline of the new online schedule, which includes all the tasks assigned to the Parish Ranger and the frequency. Completion of the form will begin on week 2 of the trial period, with the Parish Ranger being invited to provide feedback on the form before implementation.

**8. Items for the next agenda.**

Receive the Parish Clerk's Appraisal

**9. Date for next meeting.**

29<sup>th</sup> August 2024

Meeting closed 7.36pm

Signed:

Staffing Committee Chair