

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

Committee Members are summoned to attend a meeting of the Staffing Committee to be held on **Thursday 29th February 2024, 7:00pm** at **The Pavilion**, King George V Playing Field, Drayton High Road, Drayton, Norwich, NR8 6AW.

Committee Members: Cllrs N. Quinsey, J. Anderson, H. Kisby and A. Taylor.

Sarah Hawken

Parish Clerk

23rd February 2024

AGENDA

1. Apologies and consideration of acceptance for absence.
2. Members' declaration of interest and requests for dispensations
3. To approve the minutes of Committee meeting held on Thursday 25th January 2024.
4. To allow public participation in accordance with Standing Orders.
5. To update on the following:
 - a. VAT Training
6. To review the business case for changes to the Maintenance Operative role.
7. To review the business case for an increase in hours for the Assistant Clerk.
8. To discuss the CiLCA qualification course requirements for the Assistant Clerk, including agreeing funding for resources and paid study hours.
9. Items for exclusion of the public and press. To resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 8.
 - a. Maintenance Operative Appraisal
 - b. Parish Clerk Appraisal
10. Matters to consider for next Agenda.
11. Date and time of next Committee meeting: 23rd May 2024.