

# DRAFT MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on: **Tuesday 1<sup>st</sup> December at 7.00pm**

This meeting was held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations via ZOOM.

Present: Cllrs J Anderson, A Crotch, N Quinsey (Chairman).

Clerked by Mrs Sarah Hunt.

One member of the public was present.

## 1. ATTENDANCE

Apologies were accepted from Cllr Karen Wilson - unavailable.

## 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

## 3. PUBLIC FORUM

A member of the public expressed concern over some issues regarding staffing.

## 4. MINUTES FROM WEDNESDAY 2<sup>nd</sup> November 2020.

The minutes were received and **AGREED** and will be signed by the Chairman in due course.

## 5. TO CONSIDER QUOTE TO UNDERTAKE A REVIEW OF ROLES REQUIRED WITHIN THE PARISH COUNCIL OFFICE.

It was **RESOLVED** to accept the quotation as submitted from the Deborah McNeill Consultancy for £500.00 to undertake the work. This consultancy was recommended by Norfolk ALC to deliver the review. This review is as requested by both the Clerk to the Council and Councillors to guide the Council moving forwards in their staffing needs. It was noted by those present that it is not a person specific but looking at roles and time necessary to deliver the services of the Council. The report is not to be rushed and needs to be comprehensive, no deadline to be set.

It was **RESOLVED** that the Consultancy to be given access to Council documents and staff as necessary to complete the report.

It was **RESOLVED** that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature. Members and the Officer attending made a verbal declaration that no other persons were present who could hear, see, or record the proceedings.

## 6. AN UPDATE ON COMMITTEE MATTERS AND TO AGREE ANY NECESSARY ACTION.

It was **RESOLVED** to accept the recommendations included within the email dated 13<sup>th</sup> November 2020 from the HR Consultancy. Cllrs Quinsey and Wilson to continue with this.

## 7. TO SET DATE AND TIME OF NEXT MEETING.

To be called by the Chairman as necessary.

It was noted by the meeting that confirmation had been sought by both Councillors and the Acting Clerk and Norfolk a.l.c. and the HR Consultancy had both confirmed that it was necessary that Staffing Committee meetings continue to be clerked externally.

**The meeting closed at 9.00pm.**