

# DRAYTON PARISH COUNCIL

## STAFFING COMMITTEE MEETING MINUTES

Held on **Wednesday 22<sup>nd</sup> November 2023, 7:00pm** at **Drayton Bowls Club**, King George V Playing Field, Drayton High Road, Drayton, Norwich, NR8 6AW.

**In attendance:** Cllrs N. Quinsey, J. Anderson, H. Kisby and A. Taylor.

*Sarah Hawken, Parish Clerk*

**1. Apologies and consideration of acceptance for absence.**

None received.

**2. Members' declaration of interest and requests for dispensations.**

None.

**3. To approve the minutes of Committee meeting held on Thursday 19<sup>th</sup> October 2023.**

The minutes were received and approved by the Committee.

The Committee noted at item 8 that the Council has the aforementioned policies, and that the Clerk is only required to review them. At item 12, the reference to submitting leave is regarding providing 'notice to the line manager'.

**4. To allow public participation in accordance with Standing Orders.**

No members of the public were present.

**5. To receive updates on Committee matters arising from previous meetings.**

With regards to payroll currently being outsourced, the quality of the service being provided is being monitored for potential review in the new year.

**6. To receive and approve the budget for the Staffing Committee.**

To be discussed following Item 11.

**7. To review the Maintenance Operative contract and pay with respect to the NJC scale and approve as necessary.**

The Committee approved to recommend to Council to adopt the NJC payscale in line with the recommended SCP 6 and allow the essential car user allowance with effect from 1<sup>st</sup> January 2024 for the role of Maintenance Operative.

**8. To consider options to cover the Maintenance Operative during periods of absence.**

To approve delegated authority to the Clerk to book waste disposal services with Heritage Cleaning Services as required.

**9. To discuss and agree opening hours over the Christmas period.**

Over the Christmas period, the Council will remain open as usual notwithstanding the usual public holidays. Staff are required to submit leave requests as usual for this period.

**10. To receive the draft Leave Policy.**

## **DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING MINUTES**

The committee discussed amendments to item 12 under 'Holiday Entitlement' to read:

*Under normal circumstances, no more than a maximum of two weeks are requested at any one time.*

*The request is normally made with a minimum of two weeks prior notice.*

The also agreed the inclusion of the following:

'An application to carry over a maximum of 5 days leave can be made, with acceptance being at the line manager's discretion'.

The operational requirements of the Council will be taken into account when considering any leave request.

The Committee approved the leave policy, subject to the amendments identified.

### **11. 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 11.**

- a. Maintenance Operative Role options.

The discussion was recorded as part of a separate report.

- b. Report on Staff welfare.

The Committee noted the comments of the Clerk with respect to Staff welfare.

**The Committee agreed to extend the meeting by 15 minutes.**

- c. To receive the Parish Clerk's Appraisal.

The Committee received the Parish Clerk's Appraisal.

The Committee then considered **Item 6** with respect to the budget. The committee proposed to approve the budget, subject to the essential car user allowance being included.

12. Matters to consider for next Agenda.

Complaint's Policy

13. Date and time of next Committee meeting 25<sup>th</sup> January 2024.

**Meeting closed at 9.12pm**

**Signed:**

**Chairman of the Staffing Committee.**