

DRAYTON PARISH COUNCIL

STAFFING COMMITTEE

MEETING MINUTES

MINUTES of the Staffing Committee meeting held on Thursday 6 July 2023 at 7.00 pm at the Pavilion, King George V Playing Field, Drayton NR8 6AW.

Councillors Present: Cllr N Quinsey (Chair), Cllr Anderson & Cllr H Kisby,

In attendance: Sara Campbell (Locum Clerk)

1. Apologies and consideration of acceptance for absence:

Apologies received and approved from Cllr A Taylor.

2. Members' declarations of interest and requests for dispensations:

None.

3. To receive and approve minutes from the Staffing Committee meeting held on Thursday 16 March 2023:

The minutes of the Staffing Committee meeting held on 16 March 2023 were received and **APPROVED** by the Committee.

4. To receive any questions or comments from members of the Public on matters on the agenda:

A member of the public commented on the items closed to the public and supported:-

- Confirmation of a satisfactory probation period for the Assistant Clerk/RFO
- The recommendation that the Assistant Clerk/RFO receives an increase in Salary Scale Points (SCP)
- An increase in contracted hours for the Assistant Clerk/RFO
- Would like to see the Parish Office open for 25 hours per week – working from home to be an exception not the rule.
- More clarity around working hours which will benefit both the office staff, parishioners and councillors.

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

- Next CiLCA is running in September - review nearer the time.
- The outsourcing of the payroll is up and running.

6. Staffing Matters:

1. To consider proposal to introduce a Leave Policy:

Deferred to next meeting

2. To consider office hour needs and proposal to introduce a Working from Home Policy:

Councillors discussed the need to introduce more formal hours. Cllr Quinsey proposed that from September 2023 the office is staffed from 9.00 am – 3.00 pm allowing flexibility for evening meetings. These won't be public opening hours. All Councillors and Clerks to honour these hours as much as possible.

Defer working from home policy.

7. Items for exclusion of the public and press¹:

1. To consider response from HR Advisor for the Role of Maintenance

Operative:

It was agreed to defer for further discussion. Clerk to provide details of the appraisal. It was discussed that an analysis of actual work vs job description is completed and discussed with HR Advisor.

2. To confirm satisfactory completion of probationary period for the Assistant Clerk & RFO:

Cllr Quinsey has liaised with the Assistant Clerk's line manager, the Clerk, who has recommended it is confirmed that the Assistant Clerk has successfully completed her probation period. Unanimously agreed.

Clerk to confirm in writing.

3. To consider proposed pay increment increase for the Assistant Clerk & RFO:

Cllr Quinsey proposed to recommend to Full Council an increase to the Assistant Clerk/RFO's salary from SCP20 to SCP24, seconded Cllr Kisby and unanimously agreed.

4. To consider proposed additional contracted hours for the Assistant Clerk & RFO:

Cllr Anderson proposed to recommend to Full Council an increase of 2 additional hours per week for the Assistant Clerk/RFO taking her hours to 24 per week, seconded Cllr Quinsey and unanimously agreed.

Cllr Quinsey suggested recommending to Full Council that the potential total hours worked by the Clerk and Assistant Clerk/RFO is increased from 47 to 48. (24 for the Clerk and 24 for the Assistant Clerk/RFO)

5. To receive an update on the Parish Clerk and consider arrangements for returning to work:

Cllr Quinsey has spoken with the Clerk, she will return to work 10/7/23 and work from the office 9.30 -12.30 and from home 14.00 – 15.00. He has encouraged her to switch off phone and laptop when not working.

¹ A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

8. To consider items for the next agenda and date and time of the meeting:

Next meeting to be held beginning September.

Items for Agenda:

Terms of Reference for Staffing Committee

Review of Clerk's return to work

Mid-year reviews for staff

Meeting closed at: 20:02 pm.