

Minutes of DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on Thursday 9th September 2021 at 7pm at King George V Offices of Parish Council

Present: Cllrs Neil Quinsey (Chair), Jeff Anderson, Angie Taylor

Clerk: Anne Barnes

NPTS: Luisa Cantera, Sara Campbell

- 1 Apologies and consideration of acceptance for absence.**
None.
- 2 Members' declarations of interest and requests for dispensations.**
None
- 3 The minutes from Staffing Committee held on 19th August 2021**
The minutes were AGREED as a true and correct record and signed by the Chair.
- 4 To receive any questions or comments from members of the Public.**
None present.
- 5 To receive an update on outstanding items:**
 - 5.1 Noted the Lone Working Policy has been written and will be presented at the next meeting.
 - 5.2 Noted the Internet / Email Policy is in process of being written.
 - 5.3 Holiday Policy – to note the Policy is with the retained HR consultant for comment.
 - 5.4 Re-engaging retained HR services on completion of recruitment work – To be discussed at next meeting.
- 6 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.**
- 7 It was resolved to extend the timing of the meeting to 3 hours, to finish by 10.00pm.**

NPTS staff Luisa Cantera and Sara Campbell, led a facilitated session on Recruitment Support. It was noted that at the previous meeting the Staffing Committee had delegated authority to recruit to the temporary and permanent parish clerk positions. NPTS will send draft copies of their report to the Staff Committee.

8 Staffing

- 8.1 Update on holiday entitlements for all staff – to be reported at next meeting.
- 8.2 Hours for call outs – to be discussed at the next meeting.
- 8.3 Essential car allowance for maintenance operative – to be discussed at next meeting.

9 To consider date of next meeting and items for next agenda.

The date of the next meeting is 6th October 2021 at 7.00pm at the King George V Offices. No further items than those above.

The meeting closed at 9.50pm.