

Minutes of DRAYTON PARISH COUNCIL STAFFING

COMMITTEE MEETING

held on Thursday 19th August 2021 at 7pm

Present: Cllrs Jeff Anderson, Angie Taylor, Neil Quinsey

Clerk: Catherine Moore

- 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 21st June 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 is in process of being written.
 - 5.2 Noted the Internet / Email Policy is in process of being written.
 - 5.3 Review of Clerk/RFO job description – to be considered at a future meeting.
 - 5.4 Finance Assistant role banding – to be considered at a future meeting.
 - 5.5 Holiday Policy – to be referred to Chris Moses for a standard policy and advice on whether this conflicts with staff contracts.
 - 5.6 Noted that agency staff cost £15.48/hour plus 50% uplift for weekends and bank holidays.
 - 5.7 Essential car allowance – Clerk asked to confirm with Chris Moses whether maintenance operative is entitled to this under current contract, and calculate costs / savings.

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.

6 Staffing.

- 6.1 Holiday entitlements – [REDACTED] will be asked to bring [REDACTED] holiday hours down to less than 20 by Christmas.
- 6.2 Recruitment Support – it was **agreed** to appoint Norfolk Parish Training and Support to guide the Council through the staffing process, proposed by Neil Quinsey, seconded by Angie Taylor, all in favour. A staffing facilitated session would be requested for w/b 6th September and would be a formal Staffing Committee meeting to enable decisions to be made. It was noted that the Staffing Committee only had delegated authority to recruit to the temporary and permanent parish clerk positions.
- 6.3 Locum Clerk – it was agreed to ask Norfolk PTS to find a locum clerk, and to give them the details of the two who had expressed an interest.
- 6.4 Hours for call outs – to be put to next agenda and advice to be sought from Chris Moses.
- 6.5 Outstanding complaints – it was **agreed** that [REDACTED]
[REDACTED]
[REDACTED].

7 To consider items for next agenda.

No further items than those above. The next meeting would be confirmed against NPTS availability.

The meeting closed at 8.10pm.