

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MINUTES

Thursday 26th January 2023 at 7pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

Present: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor, Hilary Kisby.
Clerk: Amy Gallant

Meeting opened :7:00pm

1. **Apologies and consideration of acceptance for absence.**
No members were absent.
2. **Members' declarations of interest and requests for dispensations.**
No members declared an interest.
3. **To receive and approve minutes from Staffing Committee held on Thursday 20th October 2022.**
The Committee **APPROVED** the minutes of the meeting held on 20th October 2022.
4. **To receive any questions or comments from members of the Public on matters on the agenda.**
One member of the public present.

Thanks were shared with the Staffing Committee and the Parish Clerk for their work over the past 12 months.

5. Staffing Matters.

5.1 To decide on the purchase of a mobile phone for the Assistant Clerk.

Members received current deals for a like for like mobile phone contract with that of the Parish Clerk and **AGREED** to purchase the O2 contract (68GB) at £37 per month.

5.2 Review the revised draft of the Staff Appraisals Policy.

Members received the revised Policy including the Appraisal Form and **AGREED** to recommend the Policy to Council for approval.

5.3 Review Terms of Reference

Members considered the Terms of Reference and **AGREED** that they should appear as a standing item on the agenda to serve as a reminder of the remit of the Committee and to confirm the meeting is quorate. Members also **AGREED** to include the budget as a standing item for each meeting.

Members made no recommendations for amendment to the Terms of Reference and noted that a degree of flexibility within its responsibilities should remain.

5.4 To consider the Assistant Clerk and RFO to have responsibility for 2 committees (Environment & Highways and Governance)

Members **AGREED** that the Environment & Highways Committee and the Governance Committee would typically be the responsibility of the Assistant Clerk and noted that the Parish Clerk could cover as and when required.

5.5 Review feedback from committees on maintenance role.

Noted that a formal request for feedback from Committees would be required to move the item forward. **ACTION:** Clerk to request feedback on the maintenance role from Council, line manager and assistant clerk.

Members noted the existing job description was thorough but that more hours could be required to ensure responsibilities were met and members considered the possibility of annualised hours with flexibility under the Clerk's direction according to the season. Per the job description, members noted that the role required visibility in the Parish and members considered the introduction of Parish Council branded clothing and working hours between 9 and 5. **ACTION:** Clerk to discuss proposals with Maintenance Operative.

5.6 To arrange a date for the Parish Clerk's Appraisal

Cllr. Quinsey proposed Monday 30th January and Monday 13th February as possible dates to conduct the Parish Clerk's Appraisal. **ACTION:** Clerk to arrange.

The Committee may consider 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. Staffing.

5.7 Review of the Assistant Clerk's training and progress.

Training with the locum Clerk, Anne Barnes, was drawing to a close and it was confirmed that Anne would return to support the Assistant Clerk and RFO with the Year End process. Thanks were extended for Anne's invaluable support and guidance and the Assistant Clerk and RFO reported a positive induction experience to Drayton Parish Council.

Priorities identified by the Assistant Clerk and RFO included Contract Management, agenda scheduling and Committee Structure.

Members considered CILCA training for the Assistant Clerk including arrangements with other Council's and **AGREED** to discuss at the next Committee meeting.

6. To consider items for next agenda and date and time of meeting.

- Role of the Maintenance operative
- Review of Clerks Appraisal and maintenance operative appraisal
- To consider office hours between Christmas and New Year 2023 and wider management of annual leave between Clerks.
- CILCA Training for the Assistant Clerk