

DRAYTON PARISH COUNCIL STAFFING

COMMITTEE MEETING

to be held on Monday 22nd July 2021 at 7pm at the King George V
Offices of the Parish Council.

All Committee Members are summoned to the above meeting, members of the public and press are invited. Committee Members are: Cllr J Anderson, A Taylor, N Quinsey (chair).

Councillors are summoned to the above meeting; members of the public and press are invited.

Councillors and staff of the Council will take a lateral flow test one hour before attending a meeting. These give a result in 30 minutes. If members of the public are attending Councillors would be grateful if you would also undertake a test before coming to the meeting.

You can either attend a centre, or do one at home, details here:

<https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus/testing/symptom-free-testing/individuals/self-testing>

Please attend wearing a mask and do not remove this during the meeting. Do not move the chairs and please stay socially distanced and sit where indicated.

Signed:

Sarah Hunt

Locum Clerk

16th July 2021

AGENDA

1 Apologies and consideration of acceptance for absence.

2 Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest.

You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3 To receive and approve minutes from Staffing Committee held on 21st June 2021.

4 To receive any questions or comments from members of the Public.

5 To receive an update on outstanding items:

5.1 To note the Lone Working Policy is in process of being written.

5.2 Review of Clerk/RFO job description – to be considered at a future meeting.

5.3 Finance Assistant role banding – to be considered at a future meeting.

5.4 Holiday Policy – to receive amended holiday policy.

5.5 To note that Agency staff cost £15.48/hour plus 50% uplift for weekends and bank holidays.

5.6 To receive information/costings concerning electric vehicle.

6. Internet/Email Policy.

To receive and approve a policy.

The Chair 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. Members attending to make a verbal declaration that no other persons are present who could hear, see, or record the proceedings.

6 Staffing.

6.1 To receive an up-to-date report on holiday entitlements for all staff.

6.2 To consider current staffing /staff management structure and recruitment.

6.3 Hours for weekend working.

6.4 Any outstanding/unresolved complaints.

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