

Minutes of DRAYTON PARISH COUNCIL STAFFING

COMMITTEE MEETING

held on Monday 21st June 2021 at 7pm

Present: Cllrs Anderson, Crotch, Quinsey.

Attending via ZOOM: Cllr Taylor.

Clerk: Sarah Hunt

1 Apologies and consideration of acceptance for absence.

Cllr A Taylor

2 Members' declarations of interest and requests for dispensations.

None

3 The minutes from Staffing Committee held on 6th May.

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 Confirmed that payroll is now being undertaken by L Dawson.

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

5.4 Confirmed that both Clerks and Finance Assistant have attended Scribe Training.

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

6 To receive and agree the Holiday Policy.

The Holiday Policy was AGREED as presented subject to removing 'Company' and replacing with 'Council' throughout. Dependent/Bereavement leave to be added.

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 Staffing.

- 7.1 Additional staff to litter pick at weekends/bank holidays. Clerk to investigate availability and cost of agency staff.
- 7.2 To receive a report on holiday entitlements for all staff. All holiday outstanding as shown on the sheet has been carried forwards. Sheets will be updated during the year as holiday is taken. All staff with carried forward holidays are taking these in the near future.
- 7.3 To receive appraisals – completed.
- 7.4 To receive an update regarding temporary staffing. No issues reported.
- 7.5 To receive and agree Contracts for temporary Clerks. These were AGREED subject to the discussed changes and will be issued.
- 7.6 To consider an essential car user payment. Clerk to investigate the lease of an electric and diesel vehicle for staff use.
- 7.7 Update on Asbestos survey at the KGV undercroft. It was AGREED that no further action was necessary.

8 To consider items for next agenda.

Hours for weekend working.

Internet/Email Policy.

Any outstanding/unresolved complaints.

The meeting closed at 8.35pm.