

# MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

Minutes of the Drayton Parish Council Staffing Committee Meeting

held on: **Tuesday 19<sup>th</sup> May 2020 at 7.00pm**

The meeting was being held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations via ZOOM.

## AGENDA

### 1. ATTENDANCE

Present: Cllrs J Anderson, A Crotch, N Quinsey (chair), K Wilson.

In attendance: Locum Clerk Mrs S Hunt.

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

### 3. PUBLIC FORUM

None Present.

The Chair RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature. Members attending each made a verbal declaration that no other persons were present who could hear, see, or record the proceedings.

### 4. TO RECEIVE TERMS OF REFERENCE FOR THE COMMITTEE.

Terms of reference were agreed for recommendation to Full Council for Adoption.

### 5. TO RECEIVE AN UPDATE ON THE TERMS OF EMPLOYMENT OF EACH EMPLOYEE.

Terms of employment were reviewed by members.

It was AGREED that all Appraisals will take place during February of each year. CLERK

Job Descriptions to be on next Agenda. CLERK

### 6. TO REVIEW MAINTENANCE OPERATIVE SALARY.

It was AGREED that Personnel Advice & Solutions be instructed to undertake this review at a cost of £50.00 plus VAT as quoted. That the recommendation once reviewed be backdated to 1<sup>st</sup> April 2020.

### 7. TO DISCUSS LOCUM CLERK/CLERK ROLE.

The Locum Clerk confirmed her availability for as long as necessary on a rolling one-month contract. Management and support options for the post were discussed and are detailed within the Personnel File.

### 8. TO RECEIVE AN UPDATE ON ALL STAFF WORKING PRACTICES DURING CORONAVIRUS.

Current working practices were reported to the Meeting and AGREED as being safe and appropriate.

### 9. TO CONSIDER ANY NECESSARY EQUIPMENT/RISK ASSESSMENTS.

PPE has been made available to all staff. This will be purchased as necessary. CLERK

### 10. TO CONSIDER THE PROVISION OF A MOBILE PHONE FOR THE CLERK.

It was AGREED that a budget of £100 be utilised by the Clerk to obtain a pay as you go mobile phone. This is to enable parishioners and councillors to contact the Clerk when working away from the office, to be switched off when the Clerk is not working. To be reviewed in six months. CLERK

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**11. ITEMS FOR NEXT AGENDA.**

Return to work policy/guidance.

Lone workers policy.

Unplanned Absence policy.

**12. TO SET DATE AND TIME OF NEXT MEETING.**

Thursday 18<sup>th</sup> June at 7pm.

Recommendations to full Council:

1. Terms of Reference AGREED for adoption.

The meeting closed at 20.55pm.