

MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on: Monday 13th July at 7.00pm

This meeting was 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.

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

Clerk: Mrs Sarah Hunt

1. ATTENDANCE

All present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

3. PUBLIC FORUM

None present.

4. MINUTES FROM WEDNESDAY 18TH JUNE 2020.

The minutes were **RECEIVED** and **AGREED** as a true and correct record. To be signed by the Chair.

5. MATTERS ARISING – FOR REPORTING ONLY.

5.1 The Clerk did not attend the most recent LGPS presentation. Noted.

5.2 Lone Workers Policy – Risk Assessments not yet completed with each staff member. Next meeting.

5.3 Maintenance operative agreement received for removing salary from job description Noted.

6. TRAINING.

6.1 It was **AGREED** for the Locum Clerk to attend website accessibility training if necessary.

6.2 The meeting received an up to date list of training attended by all staff members. NOTED that the Maintenance Operative has attended Manual Handling and Playpark Inspections. It was **AGREED** that he undertake health and safety training as a priority. Up to date list to next meeting with costings.

It was **AGREED** that the Financial Assistant training be taken to next meeting.

7. TO CONSIDER THE FOLLOWING POLICIES.

7.1 Return to Work Policy. Annual totals added. **AGREED** for recommendation as presented. To full Council for adoption.

7.2 Grievance. It was **AGREED** recommend the adoption by Full Council of the NALC model document amended to be specific to Drayton Parish Council.

7.3 Disciplinary. It was **AGREED** recommend the adoption by Full Council of the NALC model document amended to be specific to Drayton Parish Council.

8. I.T.

The provision of a technical device to the Maintenance Operative was considered. Clerk to investigate Android devices and report back to next meeting. Company email to be provided.

IT policy needed. Next Meeting.

Drayton Parish Council, Parish Office, King George V Playing Field, Drayton, NR8 6AW

Locum Clerk: Mrs Sarah Hunt. Telephone: 01603 864492 or 07471552906

Email: clerk@draytonparishcouncil.org.uk

The Chair considered 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 each made a verbal declaration that no other persons were present who could hear, see, or record the proceedings.

9. HISTORICAL HOLIDAY PAY.

Clerk to investigate if a policy is in place detailing how much holiday can be carried forwards. If no policy then a holiday leave policy to be instigated. Next meeting.

It was **AGREED** that an historical calculation error had been made and the Financial Assistant was not advised of their full holiday entitlement. It was **RESOLVED** that owing holiday be paid at the current rate for 20 hours a year for the last 4 years.

10. TO REVIEW TRAINING SESSION AND AGREE ANY NECESSARY ACTIONS.

It was **AGREED** to recommend to Full Council that a Panel be convened to manage the return to work of any staff and responsibility for the process be designated to this panel, including conducting a proper investigation into all health issues affecting the Employee for the purpose of implementing what reasonable adjustments that may be needed to support the Employee in their return to work, and accommodate them once they are back. The Panel to comprise any two members of the Staffing Committee who then report back to full Committee.

11. AN UPDATE ON THE LOCUM CLERK/CLERK EMPLOYMENT AND TO AGREE ANY NECESSARY ACTION.

The Locum clerk confirmed their ongoing availability. The Staffing Committee continue to enable and support a planned return by the permanent post holder.

12. TO DISCUSS THE MANAGEMENT LINE WITHIN THE COUNCIL.

The Clerk is line managed by the Staffing Committee.

The Clerk line manages the other staff employed by the Parish Council. All appraisals will be undertaken in February and reviewed by Staffing Committee. This enables the Council to receive any training recommendations and be advised of any potential areas for improvement as employers.

Mid-year appraisal to be conducted by Locum Clerk in August 2020. This to enable the appraisal to take account of the good work taking place during the COVID period and also put on record the Locum Clerk period of employment. Self-assessment form to be issued. Templates to be researched.

13. ITEMS FOR NEXT AGENDA.

As detailed within minutes.

14. TO SET DATE AND TIME OF NEXT MEETING.

To be called by the Clerk in consultation with the Chairman when necessary.

The meeting closed at 9.13pm.