

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING MINUTES

Held on **Thursday 19th October 2023, 7:00pm** at Drayton Parish Council, Pavilion King George V Playing Field, Drayton Highroad, Drayton, Norwich, NR8 6AW

Committee Members in attendance: Cllrs N. Quinsey, J. Anderson, H. Kisby and A. Taylor.
S Hawken, Parish Clerk.

1 member of the public was in attendance.

1. Apologies and consideration of acceptance for absence.

None received.

2. Members' declaration of interest and requests for dispensations

None.

3. To approve the minutes of Committee meeting held on Thursday 6th July 2023.

The minutes were APPROVED by the Committee.

4. To allow public participation in accordance with Standing Orders.

The member of the public wished to make the following comments:

With respect to the request for other Drayton Parish Council Committees' to consider further hours for the Maintenance Operative role, it has been recorded in the minutes previously that more working hours are required; potentially up to 10 per week. The role would require greater flexibility and would potentially include additional roles such as out of hours tasks, cleaning, security, adjusted working hours. The member of the public wished the Committee to consider these comments.

5. To receive updates on Committee matters arising from previous meetings.

The Clerk made the following comments with respect to previous items:

- a) The Assistant Clerk has decided to defer the start of CiLCA, and review in the new year.
- b) The successful completion of the probationary period of the Assistant Clerk has been confirmed in writing.
- c) There have been several ongoing issues with respect to payroll, which has directly affected all staff members pay. This has taken considerable time to sort, however is believed to be rectified. Clerk will update at next meeting.

6. To receive and approve the budget for the Staffing Committee. The Committee deferred this item until after item 15.

7. To review the Reserves Balances.

The Committee reviewed the reserve balances and AGREED to move the Staffing Contingency to the general fund.

8. To receive and approve the terms of reference for the Staffing Committee.

The Committee AGREED the Terms of Reference with the following comments:

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With respect to the Sub-committee section, change to reflect that the committee has the power to appoint a sub-committee for the purpose of Grievance and Appeals. The Clerk is requested to write policies and Terms of Reference for both of these sub-Committees for inclusion with the review for May 2024, with advice sought from the HR advisor on retainer.

- 9. To review the Maintenance Operative contract and pay with respect to the NJC scale, and approve as necessary.** To be discussed under item 15.

- 10. To consider options to cover the Maintenance Operative during periods of absence.**

To discuss under item 15.

The Chairman suspended standing orders at 7.46pm. Meeting resumed at 7.48pm.

- 11. To discuss the remaining leave balance for staff members and options for roll over.**

The Committee AGREED to support staff members to roll over remaining leave balances as per their contracts.

- 12. To discuss the leave policy and approve as necessary.**

The Committee discussed the policy to include items such as notice for the line manager, compassionate leave, and other items not covered in the employee contracts. Defer to next Staffing Committee Meeting.

- 13. To review the office opening hours and adjust as necessary.**

The Committee AGREED to propose the hours as outlined to Council:

Monday - Office open/contactable from 0930 – 1430 by Councillors and Public

Tuesday - Office open/contactable from 0930 – 1430 by Councillors and Public

Wednesday - Office open/contactable from 0930 – 1430 by Councillors and Public

Thursday and Friday – Clerks available on mobiles.

- 14. To consider other options for communicating with the Maintenance Operative.**

The Council discussed the options and decided to continue with current arrangement.

- 15. Items for exclusion of the public and press. To resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 15.**

- a. To review the Parish Clerk's return to work.

The Committee agreed to discuss item 15.d alongside 15.a.

The Clerk left the meeting at 8.23pm. The Clerk returned to the meeting at 8.39pm.

- b. To receive the Maintenance Operative Appraisal

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The Committee received the Maintenance Operative Appraisal.

- c. To consider the Assistant Clerk's Appraisal.

The Committee discussed feedback for the Assistant Clerk's forthcoming Appraisal.

- d. To consider the Parish Clerk's Appraisal.

Considered at Item 15.a.

Item 9 The Committee AGREED to review item 9 for approval at the next Staffing Committee meeting, with a view to moving the Maintenance operative onto an NJC pay scale and contract subject to:

- a. Further clarification of the assessment levels provided as part of the Job Description evaluation by HR Advisor.
- b. Further clarification of the essential car use allowance and the recommendation for this as part of an NJC contract.

Item 10 Following discussion it was AGREED that there is scope for further hours for the Maintenance Operative Role. The Clerk is requested to investigate options as follows:

- a. Seek HR Advice with respect to increased hours, adjustment to working hours and scope for the role of Maintenance Operative.
- b. Additional employee on a zero hours contract.
- c. Further options for cover during periods of absence.

Item 6 Defer to next Staffing Committee Meeting.

16. Matters to consider for next Agenda

Items 6, 9 and 10 as above.

17. Date and time of next Committee meeting 22nd November 2023.

Meeting closed at 9.03pm

Signed:

Chairman of the Committee.