

Minutes of DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on Thursday 6th October 2021 at 7pm at King George V Offices of Parish Council

Present: Cllrs Neil Quinsey (Chair), Jeff Anderson, Angie Taylor

Clerk: Anne Barnes

- 1 Apologies and consideration of acceptance for absence.**
None.
- 2 Members' declarations of interest and requests for dispensations.**
None
- 3 The minutes from Staffing Committee held on 9th September 2021**
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 Lone Working Policy was amended and agreed.
 - 5.2 The Internet / Email Policy is in process of being written.
 - 5.3 Holiday Policy – It was agreed to take no further action as all staff work to the Green Book rules in accordance with their Contracts of Employment.
 - 5.4 Re-engaging retained HR services on completion of recruitment work – Chris Moses has agreed to be retained by the Council. This was agreed.
- 6 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 Update on holiday entitlements for all staff – All holidays are now recorded by staff and approved by the Clerk.
 - 7.2 Hours for call outs – Locum Clerk to discuss with Maintenance Operative.
 - 7.3 Essential car allowance for maintenance operative – It was agreed to remain on the current mileage rate for all staff members of HMRC Rate £0.45 per mile.
 - 7.4 NPTS Report – The report was agreed by the Committee. The Locum Clerks would be asked to collate the CVs for discussion with the Committee via Zoom. The Locum Clerks would consider any Job Descriptions submitted. The NPTS report would be circulated to all councillors prior to the Council meeting on 7th October 2021.

8 Items for next agenda

None.

9 Date of Next Meeting

The date of the next meeting is Wednesday 1st December 2021 at 7.00pm at the King George V Offices.

The meeting closed at 8.08pm.