

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING MINUTES

held on Thursday 3rd March 2022 at 7.15pm at the King George V Offices of the Parish Council.

Members in attendance: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor, Andrew Baker.

In attendance: Sara Campbell from Norfolk Parish Training and Support (NPTS), Sarah Hawken (Clerk), Anne Barnes (Locum Clerk).

1. Apologies and consideration of acceptance for absence.

None

2. Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest.

You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

Your wellbeing or financial position

That of your family or close friends

That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3. To receive and approve minutes from Staffing Committee held on 27th January 2022.

4. To receive any questions or comments from members of the Public.

Cllr G Everett formally thanked the Staffing Committee for the work they have done over the last year. He also thanked NPTS for their help last year in arranging for a suitable Locum Clerk prior to the recruitment of the new Clerk. He also expressed appreciation for their support prior to and during the meetings which lead to the appointment of the Clerk.

5. The Committee may consider 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.

6. Staffing.

6.1 To consider the findings of the Staffing Structure Review workshop.

Representative from NPTS present to discuss the potential changes needed to best support the Clerk within the office structure and how to best support Drayton Parish Council moving forward.

The current responsibilities of the Finance Administrator were discussed, and the number of hours worked. It was discussed. Adapting the role to include additional responsibilities

was discussed. It was commented that the volume of additional responsibilities would take the role beyond the scope of the Finance Administrator.

It was discussed that an assistant or deputy would be able to assist with committee meetings and could support the Clerk across the spectrum of Council business, given the increased volume of work. In addition, the role would provide support with day-to-day finances, but the RFO role would remain with the Clerk.

It was discussed that an 'Assistant' would be more appropriate instead of a deputy, but the role would come with the ability to deputise for the Clerk as required.

It was discussed that full Council should consider a business case which formally outlines the requirement for the role of Finance Administrator to be replaced by that of an Assistant Clerk. This would need to consider the volume of work forthcoming with reference to increased meetings, incoming CIL S106 funds and community projects. The business case needs to be presented at the next Parish Council Meeting on 10th March 2022.

Action: Clerk

It was agreed to seek advice from the Council's retained HR advisor to ensure proper process.

Action: Clerk

As a result of the staffing review workshop, it was concluded that the role of an Assistant Clerk is required to cover the increased needs of the Council as previously discussed at the NPTS workshop 9th September 2021.

Cllr Quinsey proposed that the Clerk and NPTS work on a job description for an Assistant Clerk for a minimum of 15 hours per week to replace the role of the Finance Administrator. NPTS will identify the financial implications for the Council. Seconded by Cllr Anderson, All in favour.

Action: Clerk

6.2 To consider the Staff Recruitment Policy.

The following additions were discussed:

Feedback should be provided to unsuccessful candidates if requested.

Overall responsibility for the recruitment of new Staff should remain with the Staffing Committee.

Cllr Quinsey proposed to accept the Recruitment Policy with the suggested amendments. Seconded by Cllr Taylor. All in favour.

Action: Clerk

6.3 To review progress of the Finance Administrator and his return to work.

Remaining leave balance was discussed. It was decided that given the circumstances, it would be appropriate to extend all remaining holiday entitlement for 12 months. The was proposed by Cllr Anderson. Seconded by Cllr Taylor. All in favour.

Action: Clerk

6.4 To consider Staff Appraisals.

The Maintenance Operative had received his appraisal.

Responsibility for courses appropriate to the role of Maintenance Operative would reside with the Clerk.

To support the line manager in providing accurate feedback to the Council with regards to working hours, it was noted that the Maintenance Operative should obtain prior approval from the Clerk before submitting overtime in accordance with his contract of employment.

Action: Clerk

7. To consider items for next agenda and date and time of meeting.

Thursday 7th July 2022 at 7.15pm.

Meeting closed at 9.27pm.