

MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on: **Tuesday 29th September 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.
Clerked: Mrs Sarah Hunt

1. ATTENDANCE

All present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

3. PUBLIC FORUM

No members of the public were present.

4. MINUTES FROM WEDNESDAY 13th JULY 2020.

The minutes were received and **AGREED** and will be signed by the Chairman in due course.

5. MATTERS ARISING – FOR REPORTING ONLY.

5.1 Lone Workers Policy – Risk Assessments not yet completed with each staff member.

6. TRAINING (standing item).

6.1 Confirmed the Clerk has attended Website training for the new website.

6.2 Confirmed that the Maintenance Operative has completed Ladder Training.

6.3 Nebosh Training details and costs to be provided by Maintenance Operative to next Staffing meeting for consideration.

7. I.T.

7.1 It was **AGREED** to recommend the following device for the Maintenance Operative; Samsung Galaxy Tab A 10.1 inch 4G tablet at £9.99 plus £18.00/month on EE.

7.2 It was **AGREED** not to consider upgrading laptop (previously at Longdale) for use by Maintenance Operative at the present time as the second laptop will become available when the Locum Clerk no longer has use of it.

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.

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

8. APPRAISALS.

8.1 The quarterly staff appraisals of the Financial Assistant and Maintenance Operative were received by the meeting.

8.2 It was **CONFIRMED** that the next staff appraisals are due to be undertaken in February.

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

9. NATIONAL PAY AGREEMENT.

- 9.1 NOTED that the Clerk and Locum Clerk have received the increase and back dated pay owing as per the NJC Scale of payments.
- 9.2 NOTED that the Maintenance Operative has received the increase and back dated pay owing as per the NALC/SLCC Scale of payments.
- 9.3 It was **AGREED** to recommend a 2.75% pay increase for the Financial Assistant in line with the National Agreement.
- 9.4 It was **AGREED** to recommend undertaking an external job evaluation prior to appointing the Financial Assistant to a point on the salary scale.
- 9.5 **NOTED** the changes to Annual Leave from National Agreement. Minimum annual leave now 22 days for those with less than 5 years' service.

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

- 10.1 It was **AGREED** to recommend retaining the locum clerk on Payroll in anticipation of the Clerk's upcoming Annual Leave.
- 10.2 It was **AGREED** that recommendations be considered by Council as the report provided by Staffing Committee.

11. ITEMS FOR NEXT AGENDA.

- 11.1 To consider a work time review for office staff. Clerk to seek external providers of the assessment and costs and bring to next meeting.
- 11.2 Budget setting.

12. TO SET DATE AND TIME OF NEXT MEETING.

Tuesday 10th November 2020 at 7pm.

The meeting closed at 9.23pm.

RECOMMENDATIONS TO FULL COUNCIL:

1. That the Maintenance Operative be provided with a Samsung Galaxy Tab A 10.1 inch 4G tablet at around £9.99 plus £18.00/month on EE.
2. That the Financial Assistant be given a 2.75% pay increase in line with the National Agreement backdated to April 2020.
3. That an external job evaluation be undertaken prior to appointing the Financial Assistant to a point on the salary scale.
4. That the locum clerk remain on the Payroll in anticipation of the Clerk's upcoming Annual Leave.
5. That the recommendations be considered by Council as the report provided by Staffing Committee.