

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING MINUTES

Held on **Thursday 29th February 2024, 7:00pm** at **The Pavilion**, King George V Playing Field, Drayton High Road, Drayton, Norwich, NR8 6AW.

In attendance: Cllrs N. Quinsey, J. Anderson, H. Kisby and A. Taylor.

Parish Clerk: Sarah Hawken

1. Apologies and consideration of acceptance for absence.

None.

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

None.

3. To approve the minutes of Committee meeting held on Thursday 25th January 2024.

The Committee approved the minutes of the meeting.

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

No members of the public present.

5. To update on the following:

a. VAT Training

Clerks will look to complete training with respect to VAT , in particular understand the application to the forth coming King George V Pavilion project.

6. To review the business case for changes to the Maintenance Operative role.

The Committee considered the original job description and the comments provided by the Council. The main points of the discussion were as follows:

- Consideration for the post being split; it was discussed that if this was to be the case, both roles would have to be exactly the same to ensure either person could cover each other's role, particularly the core responsibilities.
- If the role was split into 2, each person would need to work a number of hours each day, otherwise there would still be issues covering periods of absence.
- Clerk to investigate options for closer management of the weekly schedule.
- Adjust the working hours to be completed between the hours of 8am – 4pm to allow for flexibility.
- Clerk to liaise with HR advisor with respect to impact on the current incumbent, recruitment, pay and benefits.
- It was agreed that the role needs equality in terms of tasks/seniority in order to provide equal cover.
- Discussion regarding changing the role title to be more reflective of the responsibilities to 'Drayton Parish Council Ranger' as per other Councils.

The Committee agreed the following:

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The Committee agreed to re-title the role of Maintenance Operative to 'Drayton Parish Ranger'. All in favour.

The Committee agreed to propose to Council that the role of the Maintenance Operative should remain as specified in the Business case with the hours adjusted to being fulfilled between the hours of 8am and 4pm. All in favour.

The Committee agreed to propose to Council that there are 2 options for the role; either that it is fulfilled by one person OR as an equal job share. All in favour.

7. To review the business case for an increase in hours for the Assistant Clerk.

The committee reviewed and discussed the business case, which proposes a temporary uplift of hours for the Assistant Clerk, in order to allow more time to progress a number of legacy, outstanding and ongoing tasks. The Committee agreed it is difficult for the Clerk's to determine priorities pending the outcome of the review of Council strategy.

The Committee proposed to recommend to Council that the business case is fully supported.

8. To discuss the CiLCA qualification course requirements for the Assistant Clerk, including agreeing funding for resources and paid study hours.

The Committee agreed to propose option 3 a with respect to resources.

The Committee agreed to make the following recommendations to Council:

The Committee proposed option 1 a with respect to study hours.

The Committee proposed option 2 b with respect to course hours.

The Clerk is required to provide and update on the impact on the current and future budgets.

9. 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 8.

- a. **Maintenance Operative Appraisal.** The Committee discussed feedback in advance of the Maintenance Operative's appraisal. Clerk will consult with rest of Council regarding performance feedback.

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b. Parish Clerk Appraisal.

The Parish Clerk left the meeting for the duration of this item. The Committee discussed feedback in advance of the Parish Clerk's appraisal. Staffing Committee Chairman will consult with rest of Council regarding performance feedback.

10. Matters to consider for next Agenda.

Receive the appraisals.

Consider movement onto the new NJC Contract.

11. Date and time of next Committee meeting: 23rd May 2024.

Meeting closed at 8.46pm.

Signed:

Chairman of the Staffing Committee