

DRAFT MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on Thursday 21st January 2021 at 7pm

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. I

Committee Members Present: Cllrs J Anderson, A Crotch, N Quinsey.

Also present: Cllr A Taylor, Clerk; Mrs Sarah Hunt.

1. Attendance

All present.

The Meeting noted the resignation of Cllr Karen Wilson.

2. Declarations of Interest and requests for dispensations

None.

3. Public Forum

No public present.

4. Minutes of the meeting held on 1st December 2020.

The Minutes of the meeting held on 1st December 2020 were AGREED as a true and correct record and will be signed by the Chair in due course.

5. Update on committee matters to agree and necessary action to include:

- NeBOSH training – Maintenance Operative. The Committee supports this training, however the precise course details need to be confirmed to the Committee. The request to be determined during the Appraisal process in February and brought back. **CLERK**
- Lone Workers Policy. Risk Assessment to be undertaken with all staff during appraisal process in February to inform the Policy. **CLERK**
- External job evaluation for Finance Assistant. Job Description to be forwarded to C Moses prior to the end of February for the job evaluation to be completed before the end of the financial year. This to recommend pay grade and to be returned to the Staffing Committee for review. **CLERK**
- To confirm office hours evaluation is currently underway. Chair to check if it could be delivered for end of February. .

6. Training (standard item)

Clerks Request: SLCC Practitioners Conference – Virtual, 23rd, 24th and 25th February 2021 at a cost of £75.00. The Clerk to be asked to confirm which of the available sessions will be attended. Time commitment and office need to be assessed. Reports on each session attended to be brought to Staffing. Chair to liaise with Clerk. Agenda item 4 February 2021 at 6.45pm. **CLERK/NQ**

7. To consider any agenda items and date of next meeting.

Next meeting to be scheduled for 4th February 2021 at 6.45pm prior to Full Council Meeting.

Clerks attendance at Practitioners. Clerk/NQ

Diary Dates for Appraisals – to confirm - Clerk.

Update on Consultancy Report – Cllr Quinsey

The meeting excluded the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of the following agenda items because of the confidential nature of the business to be discussed.

8. To receive an update from the Chairman on committee matters:

- An update was received following the latest return to work meeting with the Clerk. These are now being held with Cllr J Anderson and Cllr N Quinsey.
- It was NOTED that Drayton Parish Council continue to follow HR advice in all matters and have received confirmation that all working recommendations are being implemented.
- It was AGREED that if the Clerk is unavailable for the Scribe training on Wednesday 27th January that this be rescheduled.
- Office hours evaluation currently being undertaken by Deborah McNeill Consultancy is not yet available to the meeting.

These draft minutes are due to be approved on 4th February 2021.