

## **DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING**

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Minutes of the meeting of the Staffing Committee held on **Wednesday 3<sup>rd</sup> July 2024**, 6:00pm at The Green Room, Drayton Village Hall, Pond Lane, Drayton, NR8 6PP.

**Present:** Cllrs J. Anderson, H. Kisby, A. Taylor and N. Quinsey.

**In attendance:** Amy Pinkham, Assistant Clerk & RFO

**Meeting Opened:** 6:03pm

**1. To receive apologies and consider acceptance for absence**

None.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation**

None.

**3. To receive and approve the minutes of the meeting of the Staffing Committee held on 23<sup>rd</sup> May 2024**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

**4. To receive any questions or comments from members of the public on matters on the agenda**

No members of the public present.

**5. To receive the Parish Clerk's Appraisal**

The Committee noted that the Clerk's appraisal had been completed and would be circulated at the next meeting of the Committee.

**6. To receive feedback from the Parish Ranger regarding the 4-week trial period, and agree subsequent actions**

The Committee noted that the Parish Ranger had accepted the job role following the 4-week trial period. A copy of the revised contract would be signed in due course. Written feedback from the meeting would be circulated at the next meeting of the Committee for information.

**7. To note the receipt of the Parish Clerk's resignation and agree extended notice period**

The Committee noted receipt of the Parish Clerk's resignation on Monday 17<sup>th</sup> June 2024 and **AGREED** to recommend, for approval by Council, an extended notice period of 6 weeks.

Per the Council's adopted Internal Controls, the Parish Clerk would provide procedural guidance and key task requirements of the role to facilitate business continuity in their absence.

The Committee noted it would be beneficial to conduct an exit interview and confirm arrangements for any future references and agreed to enquire with Personnel Advice & Solutions Ltd.

**8. To discuss and agree actions as appropriate with respect to the current staffing requirements**

The Committee **AGREED** to recommend, for approval by Council, that the Assistant Clerk & Responsible Financial Officer deputise for the role of Parish Clerk and Proper

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Officer of the Council during the recruitment process.

It was noted that there were insufficient hours to deputise the role in its entirety and the Committee **AGREED** essential interim duties included Council meetings, Staffing Committee, line management of relevant staff and to act as point of contact for the Council.

Additional interim duties would be carried out as part of the existing 10 hour uplift in place until 1<sup>st</sup> October noting that the original tasks assigned as part of the uplift would be superseded by the deputy requirements until further review.

It was noted that the office opening hours would remain unchanged during the interim period.

The Committee considered arrangements to support the work of OSP during the interim period and agreed to explore the possibility of a locum to move items forward for the Committee.

### **9. To discuss and agree actions as appropriate with respect to the future staffing structure requirements**

Per the Council's adopted Staff Recruitment Policy, the Committee was tasked to review the role and responsibilities of the post. It was noted that the role of the Parish Clerk was crucial to the effective operation of the Council and should be carefully considered before proceeding to recruitment.

The Committee **AGREED** to review the existing staffing structure and needs of the Council in consultation with Personnel Advice & Solution Ltd. and consider recommendations, if any, for amendment to job descriptions, hours and grading for the Officers of the Council.

It was noted that Personnel Advice & Solutions Ltd. could provide the service as part of the current retainer agreement in place with no additional cost to the Council.

### **10. To receive feedback from Parish Clerk and Assistant Clerk and RFO on the staffing structure**

The Committee agreed to consider item 10 before item 9 on the agenda.

Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Committee agreed that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 10.

The Committee received feedback from the Parish Clerk and Assistant Clerk and Responsible Financial Officer on the existing staffing structure and would be considered as part of the consultation with Personnel Advice & Solutions Ltd. A summary of the feedback would be provided as a separate report.

### **11. To agree items for the next agenda**

To receive report from Personnel Advice & Solutions Ltd. and consider recommendations for approval by Council.

To receive the Clerks appraisal.

To receive the Parish Ranger's task list for information.

### **12. To agree date of the next Staffing Committee meeting**

Thursday 29<sup>th</sup> August 2024

**Meeting closed: 7:30pm**