

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

Held on Thursday 27th January 2022 at 7.15pm at the King George V Offices of the Parish Council.

Present: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor

Parish Clerk: Sarah Hawken

Locum Clerk: Anne Barnes

1. Apologies and consideration of acceptance for absence.

Apologies received from Cllr A Baker.

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.

- a. You have a Personal Interest in a matter to be discussed if it affects:
- b. Your wellbeing or financial position
- c. 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.

None.

3. To receive and approve minutes from Staffing Committee held on 29th November 2021.

The previous minutes were received and approved.

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

No members of the public were present.

5. To receive an update on outstanding items: Maintenance Operative – NEBOSH Course:

a. The syllabus of the NEBOSH General Certificate was discussed in greater detail. It was decided that the course is not suitable considering the role and responsibilities of the Maintenance Operative.

b. It was noted that Drayton Parish Council (DPC) is keen to support the professional and personal development of all staff members.

c. Cllr N Quinsey proposed the Clerk is given the delegated authority to find some more suitable courses for the maintenance operative to attend. Seconded by Cllr A Taylor. All in favour.

6. 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.

7. Staffing.

a. To review the progress of the new Parish Clerk.

i. It was discussed that Councillors and staff are very satisfied with the performance and progress of the Clerk so far.

ii. The Locum Clerk will continue training and supporting the Clerk in her role. Continuation training will focus on the budget, finances, and Scribe, in the lead up to the end of the financial year.

iii. The transition of the Locum Clerk from her present role was discussed and a gradual decrease in hours over the next 6 months; noting her other commitments outside of DPC within this time.

b. To review the progress of the Finance Assistant.

Sick leave certificate has been received which is valid until 28/2/22.

After 14/2/22, it has been agreed with the Finance Assistant to consult occupational health prior to his return to work.

c. To review future staffing requirements for items highlighted by the Strategic Working Group and Locum requirements.

Cllr N Quinsey proposed that the Clerk is to approach NPTS to arrange a review of future staffing requirements and identify options for supporting roles within the office. Seconded by Cllr J Anderson. All in favour.

C. Moses, Personnel & Advice Solutions Ltd, will be contacted for advice on consulting with staff prior to the review.

d. To consider the purchase of a smart phone.

Cllr J Anderson proposed the purchase of a smart phone for the Clerk and proposed a contract up to £32 per month. Seconded by Cllr N Quinsey. All in favour.

e. To consider Staff Appraisals

It was noted that the Staffing Committee will support the Clerk in her role as the line manager of the Maintenance Operative and Finance Assistant.

It was agreed for appraisals to be conducted by the end of February 2022.

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

a. Review of the terms of reference for the Staffing Committee.

**Date of next meetings: Thursday 3rd March 2022 at 7.15pm
Thursday 7th July 2022 at 7.15pm**

The meeting was closed at 20.22.