

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MINUTES

held on Thursday 16th March 2023 at 7pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

In attendance: Neil Quinsey (Chairman), Jeff Anderson, Hilary Kisby.

Parish Clerk: Sarah Hawken

1. **Apologies and consideration of acceptance for absence.**
Apologies received and approved from Cllr A Taylor.
2. **Members' declarations of interest and requests for dispensations.**
None.
3. **To receive and approve minutes from Staffing Committee held on Thursday 26th January 2023.** The minutes were received and **APPROVED** by the committee.
4. **To receive any questions or comments from members of the Public on matters on the agenda.**
None.

5. **Staffing Matters.**

- 5.1 Review feedback from committees on the scope of the Maintenance Operative Role.

The scope of the role was discussed and consideration was given for the number of hours currently allocated to the role. The recommendations provided by the Committees were considered and it was proposed to incorporate all changes into the job description and discuss with the employee at the forthcoming appraisal. It was proposed to provide a copy of the job description and contract to the HR advisor for review.

- 5.2 To consider CILCA qualification for the Assistant Clerk and RFO.

It was proposed to cover the cost of the CiLCA training course pro-rata with the Assistant Clerk and RFOs other Council. To be reviewed at the next Staffing Committee meeting.

- 5.3 To consider outsourcing Payroll.

It was proposed to outsource payroll to NALC subject to the appropriate adjustments to the Assistant Clerk and RFO job description. To be reviewed at the next Staffing Committee meeting.

- 5.4 To receive proposed Leave Policy. Defer to next meeting.

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.

- 5.5 To consider pay increment increase for Parish Clerk as per employment contract.

The Clerk left the room for the duration of the discussion.

It was **APPROVED** to award the pay increase to the Parish Clerk within the terms of her contract.

- 5.6 Review of the Assistant Clerk and RFO role:

The Parish Clerk and Committee spoke extremely positively about the Assistant Clerk and RFO with respect to her performance thus far. It was noted that the Assistant Clerk and RFO's appraisal would be mid-June.

5.7 Maintenance Operative Appraisal.

It was **AGREED** to conduct the Maintenance Operatives Appraisal on 29th March 2023 with the Parish Clerk and Cllr Anderson.

5.8 To receive the Clerk's Appraisal.

The Committee received the Clerk's Appraisal.

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

CILCA qualification for the Assistant Clerk and RFO.

Update on outsourcing Payroll

Leave Policy

Next Staffing Meeting 27th April 2023.

Meeting closed at 19.54hrs.

Signed:

Staffing Committee Chairman