

**DRAYTON PARISH COUNCIL  
EXTRAORDINARY STAFFING COMMITTEE MEETING**

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Minutes of the extraordinary meeting of the Committee held on **3<sup>rd</sup> October 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chairman).

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

**Meeting opened:** 07:01pm

**MINUTES**

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

Apologies received and accepted for Cllr. A. Taylor.

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

None.

**3. To receive minutes of the meeting of the Staffing Committee held on 29<sup>th</sup> August 2024 for approval [Paper S1].**

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 Clerk's Report on Committee matters arising from previous meetings [Paper S2].**

Further to item 8 of the July 2024 meeting it was noted that the temporary uplift of an additional 10 hours for the Assistant Clerk and RFO ceased on 30<sup>th</sup> September 2024. It was noted that following the recent review of the staffing structure and uplift in total office hours, that an extension of the temporary uplift of hours for the Assistant Clerk and RFO was not required.

Further to item 5 of the August 2024 meeting it was noted that further consideration of the appointment of a locum clerk would be considered pending the outcome of the interviews to be discussed under item 8 of the agenda.

**6. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 7 and 8.**

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 7 and 8.

**7. To appoint to the role of Parish Clerk & RFO [Paper S3].**

The Clerk left the meeting at 7:13pm for consideration of appointment and returned at 7:20pm.

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Following delegated authority granted by Council at the September 2024 meeting, the Committee **AGREED** to appoint the Assistant Clerk & RFO to the position of Parish Clerk and RFO effective from 1<sup>st</sup> October 2024.

On advice from Personnel Advice and Solutions Ltd. it was noted that any probation period would only apply to a new recruit but that a trial period could be agreed prior to confirming the position.

The Committee **AGREED** a trial period was not required and the employee accepted the associated terms and conditions of the job offer.

An updated contract of employment was signed by the employee and the Chairman of the Staffing Committee on behalf of Drayton Parish Council.

It was noted that the contact details for the website, social media and emails would be updated to reflect the change in staffing.

**8. To consider recommendation for appointment to the role of Deputy Clerk & Facilities Manager for approval by Council [Paper S4].**

The Committee **AGREED** to recommend appointment to the role of Deputy Clerk & Facilities Manager as presented for approval by Council.

The interview panel thanked the Parish Clerk and RFO for their support throughout the recruitment process noting that the preparations for interview contributed to the smooth running of the day. Following a total of 5 hours of interviews and deliberations, the Chairman of the Committee noted his thanks to the interview panel for their time and considerations for each candidate.

Following the outcome of the interview panel the Committee noted that a locum Clerk would not be pursued further at this time.

**9. To note the date and time of the next meeting is 24<sup>th</sup> October 2024.**

The Committee noted the date and time of the next meeting of the Staffing Committee.

**Meeting Closed: 7:30pm**