

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING MINUTES

Held on **Thursday 25th January 2024, 7:00pm** at **The Pavilion, King George V Playing Field, Drayton High Road, Drayton, Norwich, NR8 6AW.**

In attendance: Cllrs N. Quinsey, J. Anderson, H. Kisby and A. Taylor.

Parish Clerk: Sarah Hawken

1. **Apologies and consideration of acceptance for absence.**
None.
2. **Members' declaration of interest and requests for dispensations.**
None.
3. **To approve the minutes of Committee meeting held on Thursday 22nd November 2023.** The Committee received and approved the minutes.
4. **To allow public participation in accordance with Standing Orders.**
No members of the public were present.
5. **To receive updates on Committee matters arising from previous meetings.**
Previous issues with Payroll have been corrected.
6. **To receive and approve the budget for the Staffing Committee.**
Nothing to discuss.
7. **To update on the following:**
 - a. Maintenance Operative contract and pay. This has been updated and agreed.
 - b. Essential Car User Allowance. This has been updated with the Maintenance Operative having received the first payment.
8. **To review the following policies for approval by Council:**
 - a. **Disciplinary Policy.** The committee received and approved the policy.
 - b. **Grievance Policy.** The committee received and approved the policy.
 - c. **Employment of Ex-Offenders.** The committee received and approved the policy with the following amendments: To review the paragraph referring to requiring training, to read in the 'event of employing'.

The Committee approved the policies with the amendments aforementioned.

9. **Items for exclusion of the public and press.** To resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 9.
 - a. **Feedback following the Assistant Clerk's Appraisal.** The Committee considered the feedback following the Assistant Clerk's Appraisal. The Committee requested that the Parish Clerk writes a business case which address the issues identified including the lack of strategy, legacy tasks and potential for additional hours required.

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- b. **To receive and approve the Maintenance Operative Role business case and agree action.** The Committee agreed to make the following amendments to the proposed Maintenance Operative role job description:

Include basic levels of numeracy and literacy.

Include the need for basic computer skills.

Remove 'written' from paragraph 1 and 2 under administration.

The Committee agreed to present the Business Case at the next Parish Council Meeting for consideration.

10. Matters to consider for next Agenda.

To review the business case for item 9a.

11. Date and time of next Committee meeting: 29th February 2024.

Meeting closed 7.59pm