

**DRAYTON PARISH COUNCIL
STAFFING COMMITTEE MINUTES**

Held on Wednesday 8th May 2024, **6:00pm** at **The Green Room, Drayton Village Hall, Pond Lane, Drayton, NR8 6PP**, for the purpose of transacting the business outlined in the agenda.

Members present: Cllrs Quinsey, Kisby, Taylor and Anderson.

Parish Clerk : Sarah Hawken

1. To receive apologies and consider acceptance for absence.

None received.

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

No declarations of interest.

3. To receive minutes of the meeting of the Staffing Committee Meeting on 29th February 2024 for approval.

The Committee received and approved the minutes.

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

No members of the public were present.

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 5 and 6

5. To receive feedback from the consultation interview with the Maintenance Operative.

An interview was conducted with the Maintenance Operative as per the consultation process on Wednesday 8th May 2024. The Parish Clerk and Cllr Anderson and the Maintenance Operative were in attendance. The Maintenance Operative's feedback on the job description and business case as presented was summarised as follows:

Content with the job description and would like to accept the role at 30hours with the following requests:

1. Hours within which work is carried out be between 7am – 4pm.
2. Role is undertaken as a 12 month trial, with the option to take redundancy at the end of the 12 month trial should either party feel the new terms are not working.
3. Pay increase based on the additional requirements included in the job description.

6. To consider all points that have been raised during the consultation period to make recommendations for Council.

Following discussion of the feedback provided by the Maintenance Operative, the Committee agreed on the following recommendations to Council:

1. Appoint the current Maintenance Operative in the role of Ranger at 30 hours per week, with the working hours adjusted to 8am – 4pm (GMT) within the winter months, 7am – 4pm (BST) within the summer months.

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2. Provide the Maintenance Operative the opportunity to undertake the role of Ranger for a trial period of 1 month starting 1st June in line with section 138 of the Employment Rights Act.

3. Pay is not increased due to the changes to the role not being commensurate to a rise in pay.

As per the NJC scale, the additional responsibilities do not warrant a movement in pay band for the respective categories.

The Committee requested that the Council be provided with the information pertinent to the recommendations as part of the late paper for the forthcoming Annual Meeting of the Parish Council on Thursday 9th May 2024.

The Chairman closed the meeting at 6.55pm.