

**DRAYTON PARISH COUNCIL
STAFFING COMMITTEE MEETING**

Minutes of the meeting of the Committee to be held on **24th 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) and A. Taylor.

In attendance: Amy Pinkham, Parish Clerk & RFO

Meeting Opened: 7:01pm

MINUTES

1. To receive apologies and consider acceptance for absence.

None.

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 3rd October 2024 for approval [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 [S2].

Under item 7 of the report it was noted that an IT meeting was scheduled to take place on Wednesday 13th November to finalise new email arrangements for office staff.

Under item 8 it was clarified that the start date for the Deputy Clerk & Facilities Manager was Wednesday 13th November 2024. It was confirmed that onboarding paperwork, including satisfactory references, had been received and an employment contract could now be issued.

6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [S3].

The Committee received the report with no further comments or questions.

7. To receive draft budget for 2025-26 and consider recommendations for amendment [S4].

It was noted following circulation of the draft budget for 2025-26 that agreement had been reached on this year's Local Government Services pay claim and that the budget would be updated to reflect the changes accordingly. Amendments to employment contracts as a result of the agreement would be presented at the next meeting of the Council for approval.

The Committee **AGREED** to present the draft budget as presented for approval by Council at the annual budget meeting subject to amendment of the salaries budget line per the

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outcome of the agreed pay claim above and the expenses/mileage budget line per the outcome to item 10 of the agenda.

8. To review and agree office opening hours following change in staffing structure [S5].

The Committee **AGREED** to continue with the current office opening hours as presented and to include the opening hours on the Council's website and Facebook page.

The Committee **AGREED** the out of office/missed call messaging as presented.

The Committee **AGREED** to routinely close the Council Office between Christmas Eve and New Year's Day each year, including arrangements for annual leave and emergency out of hours procedures as presented.

9. 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) 10 and 11.

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 10 and 11.

10. To consider car allowance scheme for the role of Deputy Clerk & Facilities Manager [S6].

The Committee **AGREED** to authorise the Deputy Clerk & Facilities Manager as an essential user of their private vehicle on official business as described in Part 3 paragraph 6 of the 'Green Book'.

It was noted that because the role of Deputy Clerk & Facilities Manager was a new position, the use of a private vehicle should be reviewed after 12 months to confirm vehicle usage.

11. To consider increase in annual leave entitlement for all staff employed under the Green Book Terms and Conditions for approval by Council [S7].

The Committee **AGREED** to recommend an amendment to employment contracts to reflect the annual leave entitlement as presented for approval by Council.

It was noted that the increase to annual leave was retrospective and the Committee **AGREED** to roll over the additional day from the 1st April 2023 for all staff employed on this date.

Due to current office capacity the Committee **AGREED** to roll over remaining annual leave for the Parish Clerk & RFO.

12. To note exchange of information.

The Committee noted its appreciation to Councillors for their patience, support and understanding during the period of staff shortage and the Parish Clerk's interim workload. The annual appraisal for the Parish Clerk & RFO was scheduled to take place with the Chair of the Staffing Committee on Wednesday 27th November.

That the Staffing Terms of Reference would be reviewed at the next meeting to consider recommending delegated authority to amend staff contracts relating to Green Book changes.

That the employment contracts for all staff would be reviewed to ensure accuracy and up to date contents at the next meeting.

13. To note the date and time of the next meeting is scheduled for 20th February 2024.

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

Meeting closed: 7:32 pm
