

**DRAYTON PARISH COUNCIL
STAFFING COMMITTEE MEETING**

Minutes of the meeting of the Staffing Committee held on **29th August 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, Interim Parish Clerk, 3 members of the public.

Meeting opened: 07:01pm

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 July 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.

A report was received from Cllr. Everett in support of item 9 who was unable to attend the meeting.

A report was received from Cllr. Brown in support of item 9 who was unable to attend the meeting. Matters raised concerning a locum clerk to be addressed under item 5 of the agenda.

Cllr. Crotch voiced his support for item 9, noting he was pleased to see the dedicated focus for both Environment & Highways Committee and Open Spaces & Property Committee through the proposed role of Deputy Clerk & Facilities Manager.

Cllr. Morgan noted that the workload for the interim Parish Clerk was significant and expressed his concern regarding the number of projects the Council wished to pursue. The Staffing Committee was asked to ensure that staff were effectively supported to undertake their role.

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

Further to item 6 of the report, the Parish Ranger contract had now been issued and signed.

Further to item 8 of the report, it was noted that many items from OSP were substantial and would require detailed knowledge and support for a Locum Clerk to successfully move items forward. Due to the current office capacity, it was noted that any temporary support may not be feasible at this time but would continue to be explored with possible candidates put forward by NPTS.

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

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

7. To note correspondence received from the public service union, Unison [Paper S4].

The Committee noted the correspondence.

8. To receive external review of Staffing Structure completed by Personnel Advice and Solutions Ltd. and consider recommendations [Paper S5].

A motion to suspend standing orders was **AGREED** by the Committee to permit open discussion with Councillors in attendance as members of the public.

It was noted that the proposal for a dedicated Facilities Manager with responsibility for both Environment & Highways Committee and Open Spaces & Property Committee would be beneficial for the Council.

It was noted that a Deputy Clerk was appropriate due to the requirements of the proposed role.

It was noted that the proportion of the staffing budget to precept for a number of Parish Council's within the Broadland District ranged from approximately 40% – 75% and that the proposed costs were comparable at approximately 50%.

It was noted that the role required a range of skills and that the Committee Management responsibilities were paramount to be successfully in the role.

The Committee noted the report with thanks and would consider recommendations to inform the recruitment process outlined under items 9 – 13 of the agenda.

9. To consider proposed job descriptions for recommendation for approval by Council [Paper S6].

The Committee **AGREED** to recommend the Job Description for Parish Clerk and Responsible Financial Officer for approval by Council subject to the following amendments: To include Committees Responsible by the Clerk.

The Committee **AGREED** to recommend the Job Description for Deputy Clerk and Facilities Manager for approval by Council as presented.

The Committee discussed arrangements for flexibility to work from home and whether a permanent office presence was required. It was noted that the proposed role of Deputy Clerk & Facilities Manager would require on-site work and that expectations for flexible working should be clear and transparent for all including staff members, Council members and members of the public.

10. To consider advertisement process [Paper S7].

Subject to approval by Council of the proposed Job Description, the Committee **AGREED** to request delegated authority to appoint, on this occasion, an internal candidate for the role of Parish Clerk & Responsible Financial Officer.

Subject to approval by Council of the proposed Job Description, the Committee **AGREED** to advertise for the role of Deputy Clerk & Facilities Manager as presented, including an advert with Indeed and LinkedIn at no additional cost to the Council.

11. To consider applications and shortlisting process [Paper S8].

Subject to approval by Council of the proposed Job Description, the Committee **AGREED** the Person Specification as presented for shortlisting up to a maximum of 5 candidates.

It was noted that a person with understanding of the local area would be an advantage but that the Council should be mindful not to limit the potential pool of applicants.

12. To consider interview and selection process [Paper S9].

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Subject to approval by Council of the proposed Job Description, the Committee **AGREED** to appoint Cllrs. N Quinsey, H. Kisby and J. Anderson to the interview panel. Interviews would be scheduled for the 3rd October with an alternative date to be confirmed should candidates be unable to attend.

The interview questions would be agreed from the pool of questions presented and detailed in a separate report.

Cllr. Crotch and Cllr. Morgan agreed to act as reserve interviewer if required.

13. To consider appointment process [Paper S10].

Subject to approval by Council of the proposed Job Description, the Committee **AGREED** the appointment process as presented including an extraordinary meeting of the Staffing Committee to be held on 3rd October 2024.

14. To note exchange of information

None.

15. 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) 16.

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 item 16.

16. To receive the previous Parish Clerks Exit Interview [Paper S12].

The Committee received the Exit Interview and **AGREED** to request more information reported under “any other matters to discuss” to enable the Staffing Committee to take meaningful action.

17. To note the date and time of the next meeting is to be confirmed pending outcome of item 13 of the agenda.

Extraordinary meeting Thursday 3rd October 2024.

Meeting closed: 8:19 pm