

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING MINUTES

held on Thursday 19th May 2022 at 6.30pm at the King George V Offices of the Parish Council.

Members in attendance: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor, Andrew Baker.

Clerk: Sarah Hawken. Locum Clerk: Anne Barnes.

1. **Apologies and consideration of acceptance for absence.**
None.
2. **Members' declarations of interest and requests for dispensations.**
None.
3. **To receive and approve minutes from Staffing Committee held on 3rd March 2022.** The minutes were received by the committee. Approval of the minutes proposed by Cllr Quinsey, seconded by Cllr Anderson, all in favour.
4. **The Committee may consider that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.**
No members of the public or press present.
5. **Staffing.**
 - 5.1 **To approve the contract and appointment of the Assistant Clerk.** It was resolved to hold second interviews for the candidates shortlisted. Interviews to be conducted by a panel of Councillors, followed by an additional Staffing Committee meeting to ratify the decision, prior to formal appointment. Proposed by Cllr Quinsey, Seconded by Cllr Taylor, All in favour.
 - 5.2 **To approve the contract and appointment of the Locum Clerk on a zero hours basis.** Following discussion with the HR advisor, the new contract can be implemented at the conclusion of the current contract. To be amended to include wording 'hours to be given where deemed appropriate'. Proposed by Cllr Anderson, seconded by Cllr Quinsey, All in favour.
 - 5.3 **To review the continuation of contracted HR support to the Council.** To be reviewed on a continuous basis. Defer to 7th July 2022 committee meeting.
6. **To consider items for next agenda and date and time of meeting.**
To review the training and development policy of the Council. Defer to Staffing committee meeting on Thursday 7th July 2022 at 7.00pm.

Next meeting: Wednesday 25th May 2022 at 1200pm.

Meeting Closed: 6.58pm