

DRAYTON PARISH COUNCIL STAFFING COMMITTEE AGENDA

to be held on Thursday 16th March 2023 at 7pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

Committee Members are summoned to the above meeting: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor, Hilary Kisby.

Members of the public and press are invited to attend.

Signed:

Sarah Hawken

Parish Clerk

9th March 2023

1. **Apologies and consideration of acceptance for absence.**
2. **Members' declarations of interest and requests for dispensations.**
3. **To receive and approve minutes from Staffing Committee held on Thursday 26th January 2023.**
4. **To receive any questions or comments from members of the Public on matters on the agenda.**
5. **Staffing Matters.**
 - 5.1 Review feedback from committees on the scope of the Maintenance Operative Role.
 - 5.2 To consider CILCA qualification for the Assistant Clerk and RFO.
 - 5.3 To consider outsourcing Payroll.
 - 5.4 To receive proposed Leave Policy.

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.
Staffing.

- 5.5 To consider pay increment increase for Parish Clerk as per employment contract.
 - 5.6 Review of the Assistant Clerk and RFO role:
 - Training and progress
 - Hours
 - 5.7 Maintenance Operative Appraisal.
 - 5.8 To receive the Clerk's Appraisal.
6. **To consider items for next agenda and date and time of meeting.**