

MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on Wednesday 24th March 2021 at 7.00pm

This meeting was held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations via ZOOM.

Present: Cllrs J Anderson, A Crotch, N Quinsey, A Taylor

Meeting Clerk: Sarah Hunt. Finance Assistant: Ken Owen and one member of the public was also present.

Items were taken out of order, item 8 was taken before item 6.2.

1. Attendance

All present.

2. Declarations of Interest and requests for dispensations

Cllr A Crotch, Item 9.

3. Public Forum

No comments.

4. Minutes of the Meeting held on Thursday 10th February 2021

The Minutes were AGREED and will be signed by the chair in due course.

5. Clerk's report.

5.1 No report received.

6. Training.

6.1 Mr Owen reported that he had attended a Scribe end of year seminar and NALC finance training. The year end is being approached confidently and no more support is necessary, Scribe staff are very supportive. Mr Ken Owen left the meeting.

The chair moved in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following agenda items due to its confidential nature. Members attending each made a verbal declaration that no other persons were present who could hear, see or record the proceedings.

The meeting took item 8.

6.2 Clerk to be asked for further detail on SLCC National Conference training attended. NQ/JA

7. To receive grading band for finance role from H R Consultant.

Next meeting. Clerk to be asked to provide paperwork submitted to Consultant. NQ/JA

8. To receive update on workload report and estimated timeline.

Deborah Sarson McNeill addressed the meeting by invitation. The report should be available within the next two weeks and will be submitted to the Clerk to Staffing.

The meeting took a short break and reconvened taking item 6.2.

Cllr A Crotch left the meeting.

9. To receive a report on the investigation following formal complaints received and to consider further action.

The report was received by the meeting. It was AGREED that the report be forwarded to the HR Consultant for advice. Next meeting.

Cllr A Crotch rejoined the meeting.

Standing Orders were suspended to allow the meeting to continue.

10. To receive a report on the asbestos survey and consider any further actions.

It was AGREED that the correspondence be forwarded to the HR Consultant for advice. Next meeting. Noted that Full Council was taking action as necessary.

11. Holidays.

It was AGREED that the records be forwarded to the HR Consultant for advice. Next Meeting. Consultant to be asked to process calculations for both 2020/21 and also 2021/22.

It was AGREED that the Clerk be asked to produce a holiday policy stating entitlement parameters for holiday carried forwards as well as in house procedures to obtain authorization for leave.

It was AGREED that a standing item be added to each staffing agenda alongside training to notify each employees' leave taken and leave outstanding for the current year.

Standing Orders were suspended to allow the meeting to continue minutes.

12. To receive and note copies of staff appraisals and to consider any actions arising.

It was NOTED that the appraisals as submitted are not complete and have not been signed off by Staff Members.

It was AGREED to approach the HR Consultant to confirm any necessary actions concerning health issues raised as part of the process.

13. To consider Staff Performance Issues.

Current issues and concerns are being investigated.

It was AGREED to ask the Full Council chairman to convene an Extra-Ordinary meeting on the 1st April at 7pm. Staffing Clerk to Clerk this meeting – Agenda wording to be provided by NQ.

Meeting ended 10.30pm