

**Minutes of Drayton Parish Council Staffing Committee Meeting
Held on Monday 2nd November at 7pm via ZOOM under the Local Authorities
Police and Crime Panels (Coronavirus) Regulations.**

Present: Committee Members Cllrs Anderson, Crotch and Quinsey.
Also present: Cllr Everett.
Clerk: Mrs Sarah Hunt

1. Attendance.
Apologies were received and accepted from Cllr Karen Wilson.
2. Declarations of Interest and Dispensation.
None.
3. Public Forum.
None present.
4. Minutes from Tuesday 29th September 2020
It was noted that the agenda read 'Wednesday 29th September and the minutes correctly reflected that the meeting took place on the Tuesday. They were **AGREED** as a true and correct record and will be signed by the Chair in due course.
5. Matters Arising – for reporting.
 - 5.1 The I.T approved at the meeting on 29th September 2020 has been purchased. See also item 7.
 - 5.2 Lone Workers Policy. Risk Assessments not yet completed with each staff member. These to be completed by the Clerk in association with each staff member by the end of November. Additional resources to be made available if necessary.
 - 5.3 NEBOSH Training Costs – ongoing. **CLERK**
 - 5.4 Noted that the Finance Assistants back pay to April 1st 2020 has been calculated and paid.
 - 5.5 External job evaluation for Finance Assistant in hand. Clerk to report to Chair of staffing where in the process this currently is. To be achieved by end of November. **CLERK**
6. Training.
 - 6.1 To consider a request from the Clerk to attend the SLCC practitioners Training Conference (virtual) in February subject to having sufficient Annual Leave entitlement remaining. It was **AGREED** that these dates be approved as Annual Leave if sufficient entitlement remains.
 - 6.2 To receive requests for training from staff members: All staff to be approached by Chair of Staffing to discuss future training. To be assessed as a matter of course during appraisals in February. All association newsletters (NALC and NPTS) to be circulated to all staff as they detail training available. **CLERK**
7. IT.
Noted that the Maintenance Operative has received the Galaxy Tablet as directed.

It was **NOTED** that the Governance Committee have agreed to undertake an IT Audit. This to be on the next Agenda for Governance and hopefully will address the backup issues experienced by the current Clerk. Anglian Internet to be involved. **CLERK**

8. Clerks Hours.

Sarah Hunt to approach NPTS and discuss how to progress an assessment of the hours necessary for the role of Clerk at Drayton. Brief to be drafted and brought back to Staffing members and Chair of the Council for emailed approval prior to issuing. Assessment to be undertaken. Chairs of Committees to be involved as necessary.

It was **RESOLVED** that: Mrs Hunt be asked to continue to clerk the staffing committee on an ad hoc basis as necessary whilst this work takes place. **SARAH HUNT**

9. To Consider Budget for 2021/22 Financial Year.

It was **RESOLVED** that the budget recommendation be £75,000.00 for 2021/22.

Salaries (Gross) (61,62 and 64)	£52,000
Employer National Insurance (63)	£6,000
Employer Pensions (65)	£12,000
Consultancy Services (602)	£2,000
Training – Staff only (68)	£750
Expenses/Mileage (601)	£2,000
Advertising	£250

It was **RESOLVED** that the excess remaining in training be brought forward to be utilised next year - £1,000 from 20/21 to make the budget for 2021/22 up to £1,750.00

10. Items for next Agenda.

None at present.

11. Next meeting 21st January 2021.

Sarah Hunt has agreed to clerk this meeting.

SARAH HUNT

The meeting **RESOLVED** in accordance with the Public Bodies (admission to Meetings Act 1960) that the press and public be excluded during consideration of the following agenda item 10 due to the confidential nature of the item. Members attending all made a declaration that no other persons were present who could hear, see or record the proceedings.

12. An update on the Clerks return to work.

A further return to work meeting is to be scheduled with Cllr N Quinsey, Cllr K Wilson and the Clerk.

There is an adopted action plan agreed.