

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MINUTES

Monday 18th July 2022 at 6.45pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

Cllrs in attendance: Cllrs N Quinsey (Chairman), J Anderson, A Taylor.

- 1. Apologies and consideration of acceptance for absence.** No members were absent.
- 2. Members' declarations of interest and requests for dispensations.**

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

 - Your wellbeing or financial position
 - That of your family or close friends
 - That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.
- 3. To receive any questions or comments from members of the Public.** No members of the public were present.

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.

4. To discuss staffing matters.

Following the informal meeting with the Clerk and Assistant Clerk on Monday 11th July 2022, the Committee discussed the requirement to restructure staffing hours and responsibilities, to enable greater flexibility in the management of the office.

The Committee suggested the following options:

Option 1: For the role of Clerk, reduce from 32 hours to 22, up to a maximum of 25 hours as required. Merge the Assistant Clerk role with the Responsible Financial Officer role. Increase the hours from 15 to 22 hours with the salary scale point adjusted accordingly.

Option 2: Reduce the hours of the Clerk/RFO and consider the employment of a third member of staff.

Option 3: Maintain the role of Assistant Clerk, and recruit for a new Clerk and RFO.

At 7.05pm the Clerk left the meeting to allow for an open discussion.

At 7.20pm the Clerk returned to the meeting.

Following discussion, the Committee proposed: The working hours of the Clerk role reduces from 32 hours to 22, up to a maximum of 25 hours as required. The Assistant Clerk role is merged with RFO. Working hours increase from 15 to 22 hours with the salary scale point adjusted accordingly. To begin Monday 6th September 2022. This was unanimously **AGREED** by the Committee for recommendation to Council.

5. To consider items for next agenda and date and time of meeting.

Thursday 20th October 2022.

Meeting closed at 7.26pm.

DRAFT