

MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on: Wednesday 18th June 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.

Members present: Cllrs J Anderson, A Crotch, N Quincey, K Wilson.
Clerk: Mrs Sarah Hunt

1. ATTENDANCE

All Present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

3. PUBLIC FORUM

None present.

4. MINUTES FROM TUESDAY 19TH MAY 2020.

The minutes and expanded notes for the Personnel File were AGREED by the meeting and are to be signed by the Chair.

5. MATTERS ARISING – FOR REPORTING ONLY.

The mobile phone is now working. Telephone number 07471552906. Noted.

The Clerk confirmed that banking and credit card notifications have been moved to the Parish Council mobile.

6. TRAINING.

Noted that the Clerk has attended Managing Local Council Meetings and Engaging with Your Community. Cllrs Everett and Quinsey have attended Engaging with Your Community. Cllr Wilson is booked to attend the Managing Performance course. The Clerk is due to attend the next LGPS training session and confirmed she had attended the last. Finance Officer had been invited to attend the next session.

7. TO CONSIDER THE FOLLOWING POLICIES;

7.1 Return to Work Policy. To be amended to include absences – last 12 months both No. of episodes and number of days. To next Staffing Meeting.

7.2 Lone Workers Policy. Risk Assessment to be undertaken between the Clerk and each worker to address job specific issues. To next Staffing Meeting.

7.3 Unplanned or Long Term sickness Absence Policy. Agreed as presented for recommendation to Full Council.

7.4 Annual Appraisal sheet to be amended to include notification that staff have all seen and agreed to relevant policies.

It was RESOLVED 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.

Drayton Parish Council, Parish Office, King George V Playing Field, Drayton, NR8 6AW

Locum Clerk: Mrs Sarah Hunt. Telephone: 01603 864492 or 07471552906

Email: clerk@draytonparishcouncil.org.uk

Members attending each made a verbal declaration that no other persons were present who could hear, see, or record the proceedings.

8. TO REVIEW MAINTENANCE OPERATIVE SALARY.

Recommendation to go to full Council.

9. TO RECEIVE JOB DESCRIPTIONS FOR ALL EMPLOYEES.

Maintenance Operative agreement to be sought to remove salary from Job Description.

Clerk noted that historical holiday pay is being audited. Next meeting.

All staff to be offered relevant training. Clerk to ascertain what training has been undertaken and what training staff members would highlight as beneficial. Next Meeting.

Training register of some form to be kept detailing Councillor and Staff training undertaken.

10. TO DISCUSS LOCUM CLERK/CLERK ROLE AND ANY NECESSARY ACTION.

Discussion detailed within relevant personnel files.

11. TO DISCUSS THE MANAGEMENT LINE WITHIN THE COUNCIL.

Next meeting following further advice.

12. ITEMS FOR NEXT AGENDA.

None.

13. TO SET DATE AND TIME OF NEXT MEETING.

7th July 2020

The meeting closed at 9.11pm.