

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Staffing Sub Committee held on Thursday 14 September 2017 at 7pm in The Pavilion, King George Fifth Playing Field Drayton High Rd, Drayton

PRESENT

Mr K Blaxter – Chairman

Mr A Crotch Mr W Morgan Mr K Smith Mr L Wilkinson

Mr J Hall – Parish Clerk

IN ATTENDANCE

Cllr Everett
Cllr K Morgan

109. Apologies for absence

1. All members present.

110. Declarations of interest

2. Nothing further was declared beyond those interests already included on the register of member's interests.

111. Public Participation

3. Representations were received in respect of :

- Relief cover should be considered for the Maintenance Operative's role for holiday and long term sickness. Notification had been received that the employee intends to take a four week holiday which will require cover. This item should be considered for the working group (agenda item 5).
- Recruitment policy (agenda item 4) It was thought that the responsibility for recruitment should remain with councillors.

112. Recruitment Policy

4. Much discussion took place. It was thought the policy in general terms was good but members preferred to describe the document as guidelines. **RESOLVED** to approve the guidelines.



113. Items for working group establishing action plan

5. It was suggested the following items are forwarded to the working group establishing the council's action plan for consideration: -

- Quarterly facilities audit.
- Holiday and sickness reporting.
- External coverage and additional assistance for the Maintenance Operative.
- Time and motion study for all roles.
- Production of a maintenance schedule for periodic review

114. Dates and appraisers for Clerk's appraisal

6. Cllrs Blaxter, Crotch and Everett will undertake the appraisal on Thursday 21st September 2017 at 5pm

115. RESOLVED to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda items 8 & 9 because of the confidential nature of the business to be discussed.

Meeting closed to press and public 7.44pm

116. Pay increases in line with nationally agreed rates

8. RESOLVED to agree pay increases of 1% in line with NJC agreed rates.

117. Report from Chairman

9. The Chairman gave a verbal report on issues which could be picked up via the working group formulating an action plan/priority list.

Meeting closed 7.59pm

