

DRAYTON PARISH COUNCIL

Minutes of the meeting of the **Staffing** Committee held on Wednesday 31 August 2016 at 2pm in The Pavilion, King George Fifth Playing Field Drayton High Rd, Drayton

PRESENT

Mrs B Gibson – Chairman
Mr W Morgan Mr L Wilkinson
Mr J Hall – Parish Clerk

IN ATTENDANCE

Cllr Everett

116. Apologies for absence

1. Cllrs Blaxter & Stanger – apologies received and accepted.

117. Declarations of interest

2. None.

118. Public Participation

3. None.

119. Exclusion of Press & Public

4. **RESOLVED** to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda items 5 to 11 because of the confidential nature of the business to be discussed. Any such discussion to take place after agenda item 12.

120. Exchange of Information

11. None

121. Date of Next Meeting

12. To be advised.

Meeting closed to Press and Public at 2.06pm

B. Gibson
6/10/16.

Confidential Items

122. Staff Appraisals

5. It was noted that all staff appraisals had been completed.

Clerk was asked to leave the room.

Much discussion took place concerning workloads and pressure on the Clerk. It was agreed to recommend to Full Council an increase of hours for the Clerk to be reviewed again in March 2017. It was also felt appropriate to acknowledge the substantial amount of unpaid additional hours worked by the Clerk since his arrival in September 2016 by means of a one off payment.

It was clear that a review of resourcing was required and the Chairman advised that she would work with the Clerk to undertake a review and to return to the Council with findings and recommendations in due course.

Clerk returns to the meeting room

123. Substantive Employment

6. It was noted that two employees had completed their probationary periods successfully and that their substantive employment was confirmed.

124. Training Contract for CiLCA

7. It was confirmed that attaining the CiLCA qualification for the Clerk was a requirement of the role and the committee gave its full support to the contract. The Chairman would act as a mentor for the period of the training.

125. Pay Awards

8. It was agreed to recommend to full council that the pay award of 1% afforded to NJC contracted employees should be extended to all staff contracts.

126. Action Following Advice from NALC

9. **RESOLVED** to ratify advice given by NALC.

127. Advice Received Concerning Gratuity Sums

10. It was agreed to recommend to full council that the employee in question is given options to resolve this matter.

Meeting closed 3.37pm

B. Gibson

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6/10/16