

DRAYTON PARISH COUNCIL

Minutes of the meeting of the **Staffing Committee** held on Thursday 24th September 2015 at 8pm (starting at 8.27pm) in The Pavilion, King George Fifth Playing Field, Drayton High Road, Drayton, Norwich

PRESENT

Mr W Morgan - Chairman

Mr J Anderson Mr K Morgan Mr P Stanger Mr L Wilkinson

Mr J Hall - Parish Clerk

IN ATTENDANCE

Cllr Everett

The Chairman opened the meeting and welcomed those present and apologised that the meeting had started late due to the over running of the previous meeting.

1. Absence and Apologies for absence

All members present.

2. Declarations of Interest and Dispensations

None declared.

3. Minutes of meeting held 22nd July 2015

The minutes having been previously circulated were signed as a true and accurate record by the Chairman.

4. Matters arising

Nothing for meeting.

5. Public participation

None.

6. Update on auto enrolment of pensions for staff

The Clerk advised that auto enrolment would start in February 2016. However, as the Clerk had only been in post for two days he had not had a chance to fully update himself on the position but would do so and report back at the next committee meeting.

7. **Policy on employment of ex offenders**

A draft policy had been circulated prior to the meeting. However it was felt that this should be included in a wider recruitment policy. It was agreed that the Clerk should produce a recruitment policy in due course for the committee to consider.

8. **Staff Appraisals**

RESOLVED to use staff appraisal form circulated prior to the meeting and to hold formal appraisals with all staff members twice a year.

9. **Correspondence received**

Nothing for meeting.

10. **Exchange of information**

None.

11. **Exclusion of Press & Public**

RESOLVED that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of item 12 in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted.

The meeting closed to the press and public at 9.09pm.

12. **Contracts of employment**

Draft contracts of employment detailing various amendments had been produced for two employees. Much discussion took place and it was agreed in the case of one employee for the Clerk to conduct further research and report back to the committee.

In respect of the other employee it was **RESOLVED** to increase their pay to £8.50 an hour but to leave the contractual hours unchanged. In addition the employee was to be paid monthly in arrears. The position would be reviewed in the next six months.

13. **Date of next meeting**

It was agreed to hold the next meeting in The Pavilion, King George Fifth Playing Field, Drayton High Road, Drayton on **Thursday 12 November 2015** commencing at 7.30pm.

Meeting closed 9.36pm