

Costessey Town Council

Minutes of the ONLINE Staffing Sub-Committee of Costessey Town Council, held via Zoom at 10am on 19 March 2021

Present: Cllrs P O'Connor (Chair), J Amis, G Dole, G Jones; H Elias (Town Clerk) & N Bailey (Deputy Clerk)

To receive apologies for absence

SSC013/21: Apologies were accepted from Cllrs D Burrill (work) and S Hannant (family illness)

To receive declarations of interest

SSC014/21: Town and Deputy Clerks - HR Policies & Contracts

To confirm and sign the Minutes of the previous Staffing Sub-Committee meeting on 12 February 2021

SSC015/21: RESOLVED to approve the minutes as a true record with no amendments.

To receive updates on the previous minutes (No resolutions may be passed)

SSC016/21: Min: SSC09/21: Office staff contracts had not been signed as yet due to further amendments – See item below.

To receive a general update on Staffing matters (No resolutions may be passed)

SSC017/21: This item was deferred to the confidential part of the meeting

SSC018/21: The date of the next Online Staffing Sub-Committee Meeting was confirmed as Tuesday 20 April 2021 at 10am

SSC019/21: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues. No members of the public were present.

THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE

***To consider Call Out remuneration**

SSC020/21: Options for fall-back cover & call outs were discussed.

RECOMMENDED to F,B&S Committee that the Buildings Manager receive an additional Scale Point to replace the previous call-out system. ACTION: Town Clerk

***To receive comments on the amended Office Staff contracts for implementation on 1 April 2021**

SSC021/21: Further suggestions had been made by the Union to clarify specific sentences allowing the Council further flexibility.

RECOMMENDED to the F,B&S Committee that additional amendments in the contracts for the Deputy Clerk and Clerk's Assistants be approved

SSC022/21: Queries were raised in relation to the proposed Committee structure and the requirements for clerking meetings.

RECOMMENDED to the F,B&S Committee that in principle Costessey TC employ a Minutes Secretary

***To consider a draft Gifts & Hospitality Policy**

SSC023/21: Gifts to Councillors over £25 must be declared to South Norfolk Council for inclusion on the interests register.

RECOMMENDED to the F,B&S Committee that the Staffing Sub-Committee be informed of any gifts of over £50 to any individual staff member

To receive an update on Covid in relation to staff

SSC024/21: Operational issues were explained. Many hirers are now ringing to book the halls.

To receive further HR information

SSC025/21: A Staffing WG meeting was agreed later that day to discuss a particular item.

SSC026/21: The meeting closed at 10.59am

Chair:

Date: