

Minutes of the ONLINE Staffing Sub-Committee of Costessey Town Council, held via Zoom at 10am on 20 April 2021

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

To receive apologies for absence

SSC027/21: Apologies were accepted from Cllr D Burrill (work)

To receive declarations of interest

SSC028/21: Town and Deputy Clerks - HR Policies & Contracts

To confirm and sign the Minutes of the previous Staffing Sub-Committee meeting on 19 March 2021

SSC029/21: RESOLVED to approve the minutes as a true record with no amendments.

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

SSC030/21: Min: SSC023/21: This item was deferred to the confidential part of the meeting under Item 10

SSC031/21: The date of the next Staffing Sub-Committee Meeting was confirmed as Friday 21 May 2021 at 10am

SSC032/21: 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.

Cllr G Dole left at 10.02am

THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE

***To consider recruitment of a Minutes Secretary** (see confidential documents)

SSC033/21: Cllr G Dole returned at 10.05am.

SSC034/21: The draft advertisement, Job Description, remuneration and Person Specification were discussed, and amendments suggested. A two to three week advertising period was agreed. On receipt of application Clerk to draw up a "long list" to take to Committee for them draw up short list. Those candidates to receive a short meeting recording to produce test minutes before interview. **RECOMMENDED to the F,B&S Committee that a Minutes Secretary be sought under the terms discussed. ACTION: Town Clerk**

***To receive an update on recruitment of a P/T Cleaner**

SSC035/21: Currently a one hour slot must be left between hires for extra Covid cleaning. The pay rate and the trial period were discussed. The post is public facing with "Meet & Greet" for hirers. Advert to be drafted with Job Description as per current cleaner, but up to 16 hours per week, and advertised locally.

RECOMMENDED to the F,B&S Committee that these further details be approved.

To receive an update on Covid in relation to staff

SSC036/21: Operational issues were explained. Under the Government's "Roadmap" some specific limited hall hires are now allowed, but some groups have opted not to return until the

Autumn. Government guidance is still to work from home if possible, but to go into work if working from home is not possible. Office staff are generally working from the Costessey Centre, with some home working taking place. Lateral Flow tests are available for staff, and a testing programme is taking place at Queen's Hills Community Centre.

***To receive a general update on Staffing matters & further HR information** (No resolutions may be passed)

SSC037/21: Min: SSC023/21: Draft Gifts & Hospitality Policy: Further amendments to the wording were required. **ACTION: Town Clerk**

SSC038/21: The meeting closed at 10.46am

Chair:

Date: