

Minutes of the Staffing Committee of Costessey Town Council, held at the Costessey Centre, Longwater Lane at 10am on 20 August 2021

Present: Cllrs S Hannant (Chair), J Amis, G Dole, G Jones, P O'Connor; H Elias (Town Clerk), & L Trabucco (Minutes Secretary); B Barber (Head Groundsman) for item 7

To receive apologies for absence

S062/21: None

To receive declarations of interest

S063/21: None

To confirm and sign the Minutes of the previous Staffing Sub-Committee meeting on 18 June 2021

S064/21: RESOLVED to approve the minutes as a true record with no amendments.

S065/21: **The date of the next Staffing Meeting** was confirmed as Friday 1 October 2021 at 10am

S066/21: 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 receive confidential updates on the previous minutes** (No resolutions may be passed)

S067/21: **Min: SWG057/21: Minutes Secretary / Meetings Administrator:** Has been in post for two months and Staffing Committee will soon need to decide whether to make the post permanent.

ACTION: Town Clerk to write short factual report

***To consider employing a P/T Grounds person when the transfer of QH play areas is complete**

S068/21: The report was discussed. SNC had not approached CTC re the play park transfer, but it could take place at relatively short notice, once agreed. Various options were discussed regarding contractors, hours, job description, skills and machinery required; the option of an apprentice was considered, but any new grounds person would need to be able to work on their own initiative with minimal guidance.

RESOLVED to move forward with preparing advertisement, amended job description and person specification. ACTION: Town Clerk

S069/21: The Head Groundsman left at 10.40am

***To review the P/T cleaner position for readvertisement**

S070/21: Having worked with the current cleaner / caretaker it had become clear that operational needs had changed. Cleaner for QHCC to be sought, job share possible. The "going rate" for the post had increased and this would trigger a review of existing cleaning staff pay scales, to be put on an agenda at a later date.

RESOLVED to advertise for a P/T Cleaner for QHCC. ACTION: Town Clerk & Buildings Manager

S071/21: The meeting was adjourned at 10.53am to allow the published Finance Committee meeting to start at 11am, and reconvened at 12.20pm

S072/21: In addition to the P/T cleaner for QHCC an additional flexible person would be required to cover the Costessey Centre, especially at weekends, as hires in general have increased to more than the pre-Covid levels, and the weekend days needed to be worked in split shifts. The office would be able to give plenty of notice of dates in advance

RESOLVED to seek a casual cleaner / caretaker for flexible working in the halls on an *ad hoc* basis. ACTION: Town Clerk & Buildings Manager

S073/21: In the short-term weekend cover was needed over the Bank Holiday weekend. Office staff had offered to help, but had requested payment rather than TOIL in these circumstances.

RESOLVED that office staff could have paid overtime when covering weekend caretaking duties in the halls. ACTION: Town Clerk

***To consider employing an Enforcement Officer or engaging a trained Volunteer Enforcement Officer for Costessey (Parking / dogs on leads/ dog fouling / litter etc): (GB)**

S074/21: This had been considered several years previously, but rejected. Such a post would only be possible under the General Power of Competence, which would have to be renewed if conditions were met at the next Ordinary Elections. The various options were discussed.

RESOLVED NOT to employ an Enforcement Officer.

***To receive an update on Covid in relation to staff**

S075/21: Staff were generally working in the office again, now that hirers were returning, but working from home is sometimes more convenient, depending on the task.

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

S076/21: Appraisals were due again. Cllr G Jones (as continuity) and S Hannant are to conduct them

S077/21: The meeting closed at 12.55pm

Chair:

Date: