

# Costessey Town Council

## Minutes of the Staffing Working Group of Costessey Town Council, held at the Costessey Centre, Longwater Lane at 10am on 18 June 2021

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

### **To receive apologies for absence**

**SWG051/21:** Apologies were accepted from Cllr D Burrill (work)

### **To receive declarations of interest**

**SWG052/21:** Town and Deputy Clerks – HR Policies & Contracts

### **To confirm and sign the Minutes of the previous Staffing Sub-Committee meeting on 21 May 2021**

**SWG053/21:** RESOLVED to approve the minutes as a true record with no amendments.

**SWG054/21:** **The date of the next Staffing Meeting** was confirmed as Friday 23 July 2021 at 10am

**SWG055/21:** 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)

**SWG056/21:** None

**\*To receive an update on the new Minutes Secretary / Meetings Administrator**

**SWG057/21:** The new Minutes Secretary / Meetings Administrator had been hired and was welcomed to the Council by the Working Group.

**\*To consider the amended Gifts & Hospitality Policy**

**SWG058/21:** **Min: SSC023/21: Draft Gifts & Hospitality Policy:** Further amendments to the wording were considered. **ACTION: Town Clerk**

**RECOMMENDED to F,B&S Committee that amended Policy be approved**

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

**SWG059/21:** Operational issues were explained. Most staff were working in the office with some meetings being run from home.

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

**SWG060/21:** Initial considerations about the recruitment of a new P/T Grounds Person for Queen's Hills play areas and green linear parks were discussed. **ACTION: Town Clerk**

**SWG061/21:** The meeting closed at 10.32am

**Chair:**

**Date:**