

# Costessey Town Council

## Minutes of the Staffing Working Group of Costessey Town Council, held at the Costessey Centre, Longwater Lane at 10am on 21 May 2021

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

### To elect a WG Chairman

**SWG039/21: RESOLVED** to elect Cllr S Hannant as Staffing WG Chairman

### To receive apologies for absence

**SWG040/21:** Apologies were accepted from Cllr D Burrill (work)

### To receive declarations of interest

**SWG041/21:** None

### To confirm and sign the Minutes of the previous Staffing Sub-Committee meeting on 20 April 2021

**SWG042/21: RESOLVED** to approve the minutes as a true record with no amendments.

**SWG043/21: The date of the next Staffing Meeting** was confirmed as Friday 18 June 2021 at 10am

**SWG044/21: 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)

**SWG045/21:** None

### \*To consider the applications for a P/T Minutes Secretary / Meetings Administrator & discuss interviews (see confidential documents)

**SWG046/21:** Three applications were shortlisted for interview. Those candidates to receive a short meeting recording to produce test minutes before interview, deadline 1 June. Guidelines for Minutes to be drawn up and sent out to interviewees. A Meeter-Greeter to welcome candidates and put them at ease was suggested, and the interviewing panel and date and times of interviews were agreed. Cllr Dole to liaise with Clerk re suitable questions. **ACTION: Cllr Dole & Town Clerk RECOMMENDED to the F,B&S Committee that interviews take place under the terms discussed. ACTION: Town Clerk**

### \*To consider the applications for a P/T Cleaner and discuss options

**SWG047/21:** Several potential candidates had contacted the office, but had not been considered suitable. One person had been shown round the halls by the Buildings Manager, but did not fulfil the requirements of the position. It had previously been agreed to use a cleaning company on an *ad hoc* basis to fill any gaps until a person could be appointed. To be added to the agenda for further discussion in June. **ACTION: Town Clerk RECOMMENDED to the F,B&S Committee that recruitment for a P/T cleaner be paused for the time being.**

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

**SWG048/21:** Operational issues and staff sickness 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)

**SWG049/21:** None

**SWG050/21:** The meeting closed at 11.14am

**Chair:**

**Date:**