

Costessey Town Council



Minutes of the Meeting of the Staffing Committee of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Friday 8 April 2022 at 2.30pm

Present: Cllrs S Hannant (Chair), J Amis, G Dole, G Jones, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk). L Trabucco (part of meeting)

To approve apologies for absence

S074/22: None

To receive declarations of Interest

S075/22: None declared

To confirm and sign the minutes of the previous Staffing Committee of 23 March 2022

S076/22: RESOLVED to approve the minutes with no amendments

To confirm the date of the next Staffing Committee meeting

S077 /22: The date of the next Staffing Committee was confirmed as Friday 22 April 2022 at 10am, with the Finance Committee immediately afterwards at 11am.

S078/22: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues.

***THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE**

***To receive confidential updates on the previous minutes / notes** (No resolutions)

S079/22: None

***To consider information about the new Town Clerk / Head of Services / RFO**

S080/22: The candidate approached had confirmed in writing that she would accept the post. One reference had been received to date. The new Clerk expected the news that she was resigning from her two councils to be in the public domain the following Monday, after which it might be possible to make an official announcement at the meeting on 12 April, rather than at the Annual Assembly on 19 April 2022.

***To consider staff training**

S081/22: An e-mail had been received raising several concerns, which were discussed. The employee had agreed to withdraw the e-mail and take external professional advice.

RESOLVED to request a written report from NorfolkPTS regarding staff training.

S082/22: RESOLVED that if the NPTS report advised the CiLCA was the best option then CTC was not averse to paying for the course, but if the employee left within three years the employee would be required to pay back the costs on a sliding scale. **ACTION:** Town Clerk

S083/22: Staff shortages following the retirement of a staff member were considered

RESOLVED that the new Clerk's Assistant hours should be increased to 37 hours per week, with minutes being written at home. **ACTION: Town Clerk**

S084/22: The Clerk's Assistant arrived at 3.30pm. Further discussions took place. The Clerk's Assistant left the meeting at 3.45pm

S085/22: RESOLVED that a review should be undertaken after one month following the increase in hours for the Clerk's Assistant

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

S086/22: Min S071/22: Thank you cards to office staff who had filled in during sick leave were signed by Staffing Committee.

S087/22: Min: S072/22: There had been two responses to the Cleaning Vacancy advert. **RECOMMENDED** that interviews to be held by Cllrs **S Hannant, G Dole and the Buildings Manager.**

S073/22: The meeting closed at 4.10pm

Chair:

Date: