

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 11 March 2022 at 10am

Present: Cllrs S Hannant (Chair), J Amis, D Burrill as co-opted voting member, G Dole, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk).

To approve apologies for absence

S031/22: Apologies from G Jones were approved (contact with Covid patient)

To receive declarations of Interest

S032/22: None declared

To confirm and sign the minutes or the previous Staffing Committee of 4 February 2022

S033/21: It was noted that the minutes had been received by full Council on 8 March 2022

RESOLVED to approve the minutes with no amendments

To confirm the date of the next Staffing Committee meeting

S034/22: The date of the next Staffing Committee was confirmed as Friday 22 April 2022 at 10am, with the Finance Committee immediately afterwards at 11am.

S035/22: **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)

S036/22: None

***To consider references received for the new Town Clerk / Head of Services / RFO**

S037/22: The references were excellent and individually tailored to the post.

***To receive a resignation letter and consider implications for staffing needs**

S038/22: The Clerk's Assistant's resignation was accepted.

S039/22: As the Clerk's Assistant's (Minutes) increase in hours did not match the number of hours being lost, it was likely that CTC would have to recruit another member of staff for the Office. Town Clerk to discuss with the new Clerk for possible future action. **ACTION: Town Clerk**

***To consider advertising for a part-time weekend cover caretaker / cleaner**

S040/22: A large number of extra hours were needed to cover cleaning / caretaking annual and sick leave, and having to rely on office staff and the Buildings Manager to cover was not ideal. Also CTC had agreed to two caretaking staff being on duty at the Costessey Centre on Saturdays for later events or those with large numbers. Town Clerk to inform new Clerk of recruitment process.

ACTION: Town Clerk

RESOLVED to advertise the vacancy for a weekend caretaker / cleaner. ACTION: Town Clerk & Buildings Manager

***To consider information on the national pay increases for 2021-22 and 2022-23**

S041/22: RESOLVED to approve the pay rise and to pay the back pay from April 2021

***To clarify the Buildings Manager's phone contract**

S042/22: The employee had bought a device outright, therefore was not in receipt of monthly bills which covered her device.

RESOLVED to pay the Buildings Manager £35 per month for phone use on Council Business, backdated to when the Staffing Committee had agreed the original payment.

***To approve carrying over unused leave to next leave year**

S043/22: The previous year employees had been allowed to carry over annual leave into 2021-22 due to Covid. Several employees had been unable to use this due to continuing restrictions and sick leave. The retiring Clerk's Assistant had many outstanding days and flexi hours.

RESOLVED pay the Clerk's Assistant for her outstanding annual leave and flexi-time in PP13, to start the next financial / annual leave year with no hours or leave carried forward.

S044/22: It was considered that a similar option should be given to other staff, but that restrictions should probably apply at the end of 2022-23 to limit the amount of leave carried over to the following year as per the contracts.

RESOLVED that other staff be given the option of either leave and flexi-hours being paid down in PP13 or carried over to use in 2022-23

To receive a general update on Staffing matters & further HR information

S045/22: Covid and sick leave was explained.

S046/22: Labour costs to be added to a letter to Costessey Sports.

S047/22: The meeting closed at 11am

Chair:

Date: