

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 22 April 2022 at 10am

Present: Cllrs G Jones (Meeting Chair), J Amis, G Dole, T Laidlaw (voting substitute for Cllr S Hannant), P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk).

S089/22: Cllr G Jones was elected as chairman for the meeting as Cllr S Hannant had sent her apologies

To approve apologies for absence

S090/22: Apologies were approved from Cllr S Hannant (injured)

To receive declarations of Interest

S091/22: Cllrs T Laidlaw and P O'Connor declared a non-pecuniary interest in Item 10 as they were members of the youth groups' management committees.

To confirm and sign the minutes of the previous Staffing Committee of 8 April 2022

S092/22: RESOLVED to approve the minutes with no amendments

To confirm the date of the next Staffing Committee meeting

S093/22: The date of the next Staffing Committee was confirmed as Friday 20 May 2022 at 10am, with the Finance Committee immediately afterwards at 11am.

S094/22: 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)

S095/22: None

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

S096/22: The second reference had been received. It was hoped that the new Clerk, Miss Stacey Kent, would come in on 5 May to start the handover process. A new laptop had arrived, and a new e-mail address was being set up for her.

S097/22: Barclays have added the Deputy Clerk to the access authority allowing him to access the Barclays accounts using his bank card.

S098/22: The new clerk will be added as the second responsible person to the Unity account for transfers to regular suppliers, up to the Clerk's spending limit.

***To consider staff training**

S099/22: Min: 081/22: External professional advice: The trainer had been contacted, but was involved in Internal Audits until the end of June, so would not be available to write a report until then.

S100/22: The Deputy Clerk had had two articles accepted for publication in the *Clerk Magazine*, which had given him two extra CPD (Continuing Professional Development) points.

S101/22: Both the new Clerk and the Clerk's Assistant would need to undertake training on cemetery management and burials.

S102/22: Office staff would need further training on Teams.

S103/22: As requested the Clerk had contacted a locum Clerk in case of need. She had successfully acted as locum clerk to a community council in Wales remotely from Norfolk. She had been able to do this because there were "good people" on the ground locally, which meant she did not need to travel to be there in person.

To consider the appointment of the weekend cleaning position

S104/22: Two people had applied, but one had pulled out before the interviews. The interviewed candidate was successful but, as he was under 18, additional laws applied regarding the hours he was allowed to work. He would not be working alone. **Clerk to check details with HR advisor.**

ACTION: Town Clerk

S105/22: RESOLVED to appoint Mr Ross Irving as Weekend Cleaner in accordance with the relevant employment legislation. ACTION: Town Clerk

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

S106/22: A Youth Worker had suffered a bereavement and would be given leave of absence until September 2022. (Youth groups meet fortnightly in term time). The other youth worker had arranged for two temporary youth workers as cover, sub-contracted by the main Youth Worker who would continue to provide management and planning services from home. The Youth Worker should be paid a retainer equal to the delivery of services until the end of July. (Amount considerably less than Clerk's delegated powers limit). This would take the Youth Worker Support cost centre over budget by about £600 in 2022-23.

Clerk was directed to pay the youth worker a retainer equal to the costs of the sub-contracted hours until the end of July. ACTION: Town Clerk

S107/22: The meeting closed at 10.56am

Chair:

Date: