

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 1 April 2022 at 9.30am

Present: Cllrs S Hannant (Chair), J Amis, D Burrill as co-opted voting member, G Dole, G Jones P O'Connor; H Elias (Town Clerk), A member of the public

To approve apologies for absence

S060/22: None

To receive declarations of Interest

S061/22: None declared

S062/21: Items 3 & 4 on the agenda were deferred to later in the meeting

S063/22: 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 member of the public was invited to stay

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

With the agreement of the Committee Item 7 was taken next

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

S064/22: Following the withdrawal of the previously appointed candidate the Committee discussed potential employment terms and salary for a future clerk within the advertised range. The Committee re-iterated its commitment to supporting education and training and referred to the CTC Training Policy.

RESOLVED to support the training of a new Clerk.

S065/22: If accepted a particular candidate would need time to approach her existing councils. It was hoped an official announcement could be made at the Annual Assembly on 19 April 2022.

RESOLVED to appoint the candidate approached.

S066/22: The member of the public left at 10.35am

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

S067/22: RESOLVED to approve the minutes with no amendments

To confirm the date of the next Staffing Committee meeting

S068/22: The date of the next Staffing Committee was confirmed as Friday 22 April 2022 at 10am, with the Finance Committee immediately afterwards at 11am. It was noted that a Staffing Committee meeting might be required before then.

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

S069/22: None

***To consider staff training**

S070/22: A request for a particular course had been made by a staff member. It was considered that perhaps the FILCA or ILCA courses might be more appropriate at present, with progression later. Clerk directed to speak to NPTS to arrange a conversation with the staff member for guidance, their time to be paid for by CTC. **ACTION: Town Clerk**

S071/22: Thank you cards to office staff who had filled in during sick leave to be signed by Staffing Committee Chair. **ACTION: Town Clerk**

RESOLVED to increase Clerk's Assistant salaries to the next Scale Point. ACTION: Town Clerk

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

S072/22: There had been no responses to the Cleaning Vacancy as yet. It was suggested the Costessey Information Board could be used. **ACTION: Town Clerk**

S073/22: The meeting closed at 10.50am

Chair:

Date: