

# 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 Wednesday 23 March 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), N Bailey (Deputy Clerk).

**To approve apologies for absence**

**S048/22:** None

**To receive declarations of Interest**

**S049/22:** None declared

**To confirm and sign the minutes of the previous Staffing Committee of 11 March 2022**

**S050/21:** RESOLVED to approve the minutes with no amendments

**To confirm the date of the next Staffing Committee meeting**

**S051/22:** 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.

**S052/22:** 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)

**S053/22:** Min: S041/22: National pay increases for 2021-22: The back pay from 1 April 2021 had been paid

**S054/22:** Min:S043/22: & Min:S044/22:Unused leave: Individual employees had been consulted on their preferences and paid accordingly

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

**S055/22:** An official announcement would be made to full Council on 12 April about developments with the appointment, but Councillors should be made aware before then of any changes. There had been three appointable candidates and Mrs Oliver had withdrawn. The back-up plan was discussed, including salary scale and options for a locum clerk.

The Deputy Clerk arrived at 9.48am

**RESOLVED that the Chairman contact another candidate to ascertain if she was still interested in the post.**

**RESOLVED that the Chairman contact the third appointable candidate otherwise.**

**S056/22:** The meeting was adjourned at 10.40am and reconvened at 11.10am

**\*To consider staff training**

**S057/22:** This was not discussed, but would be added to a later agenda. **ACTION: Town Clerk**

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

**S058/22:** None

**S059/22:** The meeting closed at 11.16am

**Chair:**

**Date:**