

## Minutes of the ONLINE Staffing Sub-Committee of Costessey Town Council, held via Zoom at 10am on 12 February 2021

**Present:** Cllrs P O'Connor (Chair), J Amis, G Dole, S Hannant, G Jones; H Elias (Town Clerk) & N Bailey (Deputy Clerk)

### To receive apologies for absence

**SSC01/21:** None

### To receive declarations of interest

**SSC02/21:** Town and Deputy Clerks - HR Policies & Contracts

### To confirm and sign the Minutes of the previous Staffing Sub Committee meeting on 10th December 2020

**SSC03/21 RESOLVED** to approve the minutes as a true record with no amendments.

### To receive updates on the previous minutes (No resolutions may be passed)

**SSC04/21:** Min: SC072/20: The Buildings Managers Call-Out Remuneration would be reviewed at the next March meeting as it was difficult to administer.

### To receive a general update on Staffing matters (No resolutions may be passed)

**SSC05/21:** Services were still be maintained to a satisfactory level.

**SSC06/21:** The date of the next Online Staffing Sub-Committee Meeting was confirmed as Friday 19 March 2021 at 10am

**SSC07/21:** RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues. No members of the public were present.

## THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE

### To consider amending the Training Policy re Courses for Staff (see Training Policy)

**SSC08/21:** Suggested amendments to go forward to the Finance, Staffing & Committee. The CiLCA qualification was suitable for officers only. The policy would be updated for approval by Full Council on 23 February 2021.

### To consider amended Office Staff contracts for implementation on 1 April 2021

**SSC09/21:** Various updates and alterations would be relayed to staff to consider. The Chairman & Town Clerk countersign employment contracts. **ACTION: Town Clerk RECOMMENDED TO F,B&S Committee to approve amended contracts for the Deputy Clerk and Assistant Clerks**

### To receive an update on Covid in relation to staff

**SSC10/21:** Services were still being maintained at a satisfactory level.

### To receive further HR information

**SSC11/21:** Two staff were required to attend live streamed meetings which meant flexi-time was being accrued.

**SSC12/21:** The meeting closed at 11:03am

**Chair:**

**Date:**