

# Costessey Town Council

**NOTICE – a Meeting of the Staffing Committee of Costessey Town Council will be held on Friday 4 February 2022 at 10am in the Costessey Centre, Longwater Lane, Costessey, NR8 5AH**

Hilary Elias, Town Clerk Tel: 01603 742958 e: [info@costesseytc.org](mailto:info@costesseytc.org) 28 January 2022

## **AGENDA**

To transact the business below, to receive the following reports and to make such orders or give such directions as necessary

- 1 To approve apologies for absence
- 2 To receive declarations of Interest (pecuniary, non-pecuniary & sensitive)
- 3 To confirm and sign the minutes of the previous Staffing Committee meeting on 21 January 2022
- 4 To confirm the date of the next Staffing Meeting (as 11 February, OR 25 February OR 18 March)
- 5 To pass a resolution excluding 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

**\*THE FOLLOWING ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE**

- 6 \*To receive confidential updates on the previous minutes / notes (No resolutions may be passed)
- 7 \*To appoint to the position of Town Clerk's / Head of Services / RFO

**THE FOLLOWING MAY DEFERRED TO THE NEXT STAFFING MEETING**

- 8 \*To consider a request for a pay rise and to receive information on the national pay increases for 2021-22 and 2022-23
- 9 \* To consider granting permanent status to a cleaner following a three months' trial period
- 10 \*To consider the Gifts and Hospitality Policy in light of Employees' comments
- 11 \*To receive a general update on Staffing matters & further HR information (No resolutions may be passed)

**NOTE: Members:** Cllrs S Hannant (Chair), J Amis, G Dole, G Jones and P O'Connor. Cllr D Burrill may attend as a voting member in his role as Chairman in regard to the

**The Committee has delegated powers for dealing with all matters to do with staffing**