



**Minutes of the Meeting of the Staffing Committee of Costessey Town Council  
held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Friday  
21 January 2022 at 10am**

**Present:** Cllrs S Hannant (Chair), J Amis, D Burrill as voting substitute, G Dole, G Jones, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk).

**To approve apologies for absence**

**S121/21:** None

**To receive declarations of Interest**

**S122/21:** None declared

**To confirm and sign the minutes or the previous Staffing Committee on 22 December 2021**

**S123/21:** It was noted that the minutes had been received by full Council on 11 January

**RESOLVED to approve the minutes with no amendments**

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

**S124/21:** The date of the next Staffing Committee was confirmed as Friday 4 February 2022 at 10am, with the option to arrange other dates if required, and exchange with the Finance Committee and Future Finances WG on 11 February.

**S125/21:** **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**

**THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE**

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

**S126/21:** None

**To approve / ratify the extended hours of a Clerk's Assistant**

**S127/21:** The additional hours were considered.

**RESOLVED to ratify the increase in Clerk's Assistant's hours from 16 hours to 32 per week with effect from Pay Period 11**

**S128/21:** A Clerk's Assistant had previously given up her holiday to cover a colleague's sick leave, and had again offered to come in on her day off to cover, but had requested payment, as she was finding it difficult to fit her leave in around the Council's requirements towards the end of the financial year.

**RESOLVED that Clerk's Assistants should be paid for on-going covering of colleagues' sick leave, rather than having to take time off in lieu. ACTION: Town Clerk**

**S129/21:** It was noted that staff were having difficulty in using up their leave during the current leave year.

**To approve / ratify arrangements to do with the recruitment of the new Town Clerk**

**S130/21: Candidate Parking:** Interview invitation letters should explain that if the car park appears full, they should drive to the far end and enter the area through the posts which is marked on the ground "Authorised Vehicles Only"; there are usually spaces there to park – office can keep a couple free. Also, to give the candidates the office phone no. so that if, they are stuck in traffic and running late, they can ring the office who can pass a note to the panel. By the time of interview the wearing of masks will be down to personal responsibility, but several members of the interviewing panel would be wearing them, so their faces would not be fully visible. Interviews would be in a "larger than necessary" room, so that candidates could be set at a distance from the panel members. Candidates would be met in the Gallery by a Councillor shortly before the formal interview started.

**S131/21: Interview Questions:** were expected to be notified early the following week. Panel would need to agree on who asked which questions.

**To receive a resignation letter**

**S132/21:** The Town Clerk's resignation at retirement was approved. The committee had previously asked if the Clerk would be willing to delay her retirement if the new Clerk could not start when hoped. The Clerk had offered to extend her final work date by a maximum of two weeks.

**RESOLVED to accept the Town Clerk's resignation letter.**

**RESOLVED to agree to an extension of a maximum of two weeks if necessary, depending on the new Clerk's starting date.**

**To consider a request for a phone allowance (taxable benefit)**

**S133/21:** Various options were discussed, including the provision of a device.

**RESOLVED to re-imburse the phone bill up to the same amount as another staff member on production of the phone bill. To be paid from the January phone bill onwards. ACTION: Town Clerk**

**To receive a general update on Staffing matters & further HR information**

**S134/21:** A request had been received from an employee for a pay rise. A cleaner's three month pay period was coming to an end. Both items to be put on the next agenda. **ACTION: Town Clerk**

**S135/21: The meeting closed at 10.55am**

**Chair:**

**Date:**