

Costessey Town Council

Minutes of the Staffing Committee of Costessey Town Council, held at the Costessey Centre, Longwater Lane at 10am on 1 October 2021

Present: Cllrs S Hannant (Chair), J Amis, G Dole, G Jones, P O'Connor. Plus, Cllr D Burrill, first as Observer, then as voting member. H Elias (Town Clerk)

To accept apologies for absence

078/21: None

To receive declarations of interest

079/21: Town Clerk in relation to salaries, and HR documents

To approve the minutes of 20 August 2021

080/21: RESOLVED to approve the minutes of 20 August 2021 with no amendments

To agree the date of the next meeting

081/21: The date of the next meeting was confirmed as Friday 5 November at 10am

To exclude the press and public 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

082/21: RESOLVED to exclude the press and public 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

083/21: RESOLVED that Cllr D Burrill should attend the meeting as a voting member from Item 10 onwards

Cllr D Burrill left the meeting and returned for Item 10

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

*To receive confidential updates on the previous minutes / notes

084/21: None

*To review the Minutes Secretary / Meetings Administrator position

085/21: The Confidential report was considered. Cllrs S Hannant & G Jones are to hold an informal chat with the Minutes Secretary. The Minutes Secretary's work was appreciated. **ACTION: Cllrs S Hannant & G Jones**

RESOLVED to make the Minutes Secretary a permanent council employee

*To ratify the appointment of a P/T Cleaner

086/21: Only two of the four shortlisted candidates turned up for the interview

RESOLVED to approve the immediate appointment of the P/T Cleaner for a three-month trial period

*To consider Salaries

087/21: There was an anomaly between the hours in the working week of the existing cleaner and the rest of the Council staff.

RESOLVED to align the working week of all employees to 37 per week

088/21: RESOLVED to align the cleaning wages to the same Local Council Scale point (LC SCP)

089/21: RESOLVED to raise the Buildings Manager's salary to the next scale with immediate effect

To consider Council's staffing requirements

090/21: The various HR documents and reports were discussed. Clerk to amend them in line with the discussion as draft for next meeting, research expert opinion and list various options **ACTION: Town Clerk**

RESOLVED that the Chairman, Cllr D Burrill should be present at future Staffing Committee meetings

***To receive an update on Covid 19 in relation to staff**

091/21: None

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

092/21: None

093/21: The meeting closed at 12.15pm

Chair:

Date: