

Minutes of the Staffing Committee of Costessey Town Council, held at the Costessey Centre, Longwater Lane at 10am on 5 November 2021

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

To accept apologies for absence

S094/21: None

To receive declarations of interest

S095/21: Town Clerk in relation to salaries, and HR documents

To approve the minutes of 20 August 2021

S096/21: RESOLVED to approve the minutes of 1 October 2021 with no amendments

To agree the date of the next meeting

S097/21: The date of the next meeting was proposed as Friday 3 December at 10am, but subject to change, depending on the Finance Committee and Budget WG requirements for meetings

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

S098/21: RESOLVED to exclude the press and public 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 HEARD IN CONFIDENCE / BELOW THE LINE**

***To receive confidential updates on the previous minutes / notes**

S099/21: Min: S087/21: Salaries: Grounds Staff salaries should be considered at a later meeting

***To receive a reference for the P/T cleaner / caretaker**

S100/21: The excellent reference was noted

***To consider Council's staffing requirements** (see confidential report)

S101/21: The report was considered.

RESOLVED to engage LCC (Local Council Consulting) for the recruitment process. ACTION: Town Clerk

***To consider staff appraisals**

S102/21: The appraisals for the office staff had been completed. It was agreed that they should be done in reverse order in future. The Minutes Secretary should be trained in the wider office procedures so she could deal with general enquiries when required.

RESOLVED to extend the Minutes Secretary post to a Clerk's Assistant role. ACTION: Town Clerk

S103/21: A Clerk's Assistant had kindly cancelled her holiday and stepped in to work while a colleague was ill. This meant she could not use up her leave allowance in this leave year and had requested that she be allowed to carry over up to 8 days' leave into the next leave year.

RESOLVED that the Clerk's Assistant be allowed to carry up to 8 days' leave into the 2022-23 leave year

S104/21: RESOLVED that in future the Grounds Staff's appraisals be conducted by the Chair of the Property & Environment Committee and the Town Clerk. ACTION: Chair of the P & E Committee and Town Clerk

S105/21: Informal conversations to do with staff well-being & HR issues to be logged and placed on personnel files. Occupational Health companies to be investigated. ACTION: Town Clerk

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

S1061/21: None

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

S107/21: Agenda Item for New Year 2022: Possible new P/T Grounds person for Queen's Hills' play areas when transferred to Town Council

S108/21: The meeting closed at 11.02am

Chair:

Date: