

Costessey Town Council

NOTICE – an ONLINE Meeting of the Staffing Sub-Committee of Costessey Town Council will be held on Tuesday 20 April 2021 at 10am

Hilary Elias, Town Clerk Tel: 01603 742958 e: info@costesseytc.org 9 April 2021

Zoom ID: 525 844 8551 Password: 152933 Join Zoom Meeting: The Waiting Room will open at around 9.55am

<https://zoom.us/j/5258448551?pwd=OWYvT0Z5MmdoVG84R3dDUmJXVXd5dz09>

Tel: 0208 080 6591, OR 0203 901 7895, OR 0208 080 6592, OR 0330 088 5830, OR 0131 460 1196

Members of the public are most welcome to attend until and unless the committee deals with confidential business. Please contact the Clerk by the preceding Tuesday on info@costesseytc.org if you wish to join this meeting or if you wish to raise a question.

This is because you are muted for the duration of the meeting, and if you wish to ask a question you will need to do this via the chat room which is monitored by officers. We cannot guarantee members of the public will have the opportunity to speak. The meeting will be recorded and might also be recorded by other members of the public and live streamed via other platforms. Please be aware that whatever your device settings are will determine your identity in the Zoom screen gallery. You do not have to present your name, so please amend on Zoom as necessary.

Costessey TC Privacy and Policy: <https://www.costessey.org.uk/policies-and-gdpr.html>

The Town Council reserves the right to remove you from the meeting or switch off your audio / video. Members of the Public will be removed to the waiting room for confidential items

AGENDA

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

- 1 To accept apologies for absence**
- 2 To receive declarations of Interest (pecuniary, non-pecuniary & sensitive)**
- 3 To confirm and sign the minutes of the previous Staffing Sub-Committee meeting on 19 March 2021**
- 4 To receive updates on the previous minutes (No resolutions may be passed)**
- 5 To confirm the date of the next Online Staffing Sub-Committee Meeting as Friday 21 May**
- 6 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**

7 *To consider recruitment of a Minutes Secretary (see confidential documents)

8 *To receive an update on recruitment of a P/T Cleaner

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

10 *To receive a general update on Staffing matters & further HR information (No resolutions may be passed)

NOTE: Sub-Committee Members: Cllrs J Amis, G Dole, S Hannant, G Jones and P O'Connor.

The Sub-Committee has responsibility for dealing with all matters to do with staffing and reports to the Finance, Budgets & Staffing Committee