

**Minutes of the meeting of the Staffing Committee held on
Tuesday 27th September 2022 at 3.30pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr L Douglass – Chair of the Committee
Cllr U Franklin
Cllr S Gurney
Cllr B Johnson
Mrs F LeBon– Parish Clerk
There were no members of the public present.

The Chairman welcomed members and opened the meeting at 3.30pm.

1. Apologies and acceptance for absence

Apologies were received from Cllrs Avenell, Britton and King. These were **ACCEPTED**

2. Declarations of Interest and Dispensations

No declarations made or dispensations requested

3. Approval of minutes of the Committee meeting held on 27th September 2022

Minutes of the meeting of 27th September 2022 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

4. Public Participation

No members of the public present

5. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms the date of the next meeting.

This was **AGREED**.

6. To Receive Report on Head Caretaker Recruitment and Consider Options

The Chairman of the Committee and the Clerk had met to discuss the applications received for the role of Head Caretaker. A written report was provided for members with a proposal to utilise the skills of existing staff and cover the full time role required in the caretaking team. The proposal remained within the staffing budget and it was acknowledged that there was a need to be cautious with the 2023/2024 precept.

Cllr Gurney proposed that the proposal in the written report be accepted, seconded by Cllr Johnson and carried.

7. To Review Support Hours and Consider Options

Further to the meeting of the Staffing Committee on 17th February, a review was conducted of the Support Officer's hours as a result of the community centre reopening. It was **AGREED** that additional hours which had been worked should be paid rather than having time off in lieu. Furthermore, some additional support methods were **AGREED** in the form of mentoring and a

Approved.....

Date.....

possible change of desk location, which should negate the need to change the hours worked. This is to be kept under review.

Working hours over Christmas were discussed. It was **AGREED** that the two contractual stat days should be taken between Christmas and New Year. The third day should be worked, ensuring that the office is covered, a member of the caretaking team is available and a member of the grounds team is available. Christmas eve and New Years Eve will be half days.

8. Date, Time and Venue of next meeting

To be arranged, when the latest pay scales are known so as to assist with the budgeting process.

The Meeting closed at 4.45p.m.

DRAFT

Approved.....

Date.....