

**Minutes of the meeting of Staffing Committee held on
Wednesday 15th January 2020 at 11am in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

PRESENT: Cllr S Gurney (Chairman)
Cllr D King
Cllr G Britton
Cllr W Johnson

Mrs N Carver – Clerk

The Chairman welcomed Members and opened the meeting at 11am.

1. Apologies and acceptance for absence

Apologies were received from Cllr U Franklin, these were **accepted**.

2. Declarations of Interest and Dispensations

No declarations of interest were made. No requests for dispensations had been made.

3. Approval of minutes of the Committee meeting held on 17th October 2019 from those members present at the held meeting

Minutes had been circulated, and it was unanimously

RESOLVED TO ADOPT THE MINUTES OF 9TH DECEMBER 2019

IT WAS NOTED THAT AGENDA ITEM 7 WILL BE TAKEN TO THE FULL COUNCIL MEETING ON 4TH FEBRUARY

4. Public Participation

No members of the public present.

5. Resolution to Exclude the Press & Public

It was unanimously

RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING

The meeting withdrew into Committee during discussion of the following items related to staffing matters

6. Christmas Operating Hours 2020

A discussion was had on Christmas opening hours and privilege days.

It was

AGREED TO RECOMMEND TO COUNCIL

1. **PRIVILEGE DAYS TO BE TAKEN BETWEEN CHRISTMAS AND NEW YEAR.**
2. **OFFICE TO CLOSE ON 29, 30 and 31 and HALF DAY OPENING ON 24.**
3. **COMMUNITY CENTER TO OPEN RESTRICTED HOURS TO ALLOW ONLY 1 CARETAKER TO BE ON EACH SHIFT ON 29,30 and 31**

7. **Annual Holiday Entitlement Review**

Due to a number of staff having not been able to take all of their holiday entitlement for 2019/2020, those who had spoken to the clerk asked if holiday can be taken forward. It was

RESOLVED TO ALLOW UP TO ONE WEEK TO BE TAKEN FORWARD .

Due to one member of staff being off for medical reasons it was agreed that 1 weeks holiday entitlement to be brought forward and 1 week to be paid if not taken by end March.

8. **Update on Staffing**

The chair gave a verbal update on recent staffing matters

Grievance - The grievance panel had sent a copy of the concluding letter to the staffing committee, this was **accepted**. The recommendations made in the letter were discussed and it was **agreed** that a letter be sent in response noting the staffing committee's response.

A discussion was had on the need for an administrative temp in the office due to the current demands. It was

RESOLVED for the clerk to contact an agency and arrange for a small selection to come in and meet the staffing committee members and clerk then to take position before end January.

9. **Exchange of Information**

Cllr King proposed that Hellesdon Parish Council Match Broadland District Councils Paternity Policy of, 1 Week full pay and 1 week statutory pay, to be taken within the first 6 months of the birth. It was

RESOLVED TO TAKE TO FULL COUNCIL

A second proposal to back date this to the start of the 2019/20 financial year It was

RESOLVED TO TAKE TO FULL COUNCIL

10. **Date, Time and Venue of next meeting**

The date of the next meeting to be confirmed.

The Meeting closed at 12:45 p.m.