

# HELLESDON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Tuesday 19 April 2016  
at 7.15pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

## PRESENT

Mr A Adams - Chairman

Mr G Britton

Mr R Grady

Mrs S Gurney

Mr D King

Mrs P Kirby – Clerk to the Council

## IN ATTENDANCE

No other attendees

**Cllr Adams opened the meeting & welcomed those present.**

### 1. Absence and Apologies for absence

Cllr Knowles - apologies received and accepted

### 2. Declarations of Interests and Dispensations

No interests declared.

No dispensations requested.

### 3. Public Participation

None in attendance.

### 4. General Matters

4.1 – Exclusion of Press & Public.

**RESOLVED** that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of items 4.1(i) – (iii) in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted and that this business to be discussed after the agenda item which confirms the details of the next meeting.

### 5. Exchange of Information

None.

6. Date, time and venue of next meeting

It was agreed the next ordinary meeting would be set at the **Annual Meeting of the Council** in May in accordance with Standing Order 5kxi

**The meeting closed to the press and public at 7.30pm.**

7. Confidential item

4.1 Prior to commencing the agenda items the Committee Chairman advised of the resignation of the recently appointed Clerical Support Officer and the Clerk was seeking agency cover to assist.

(i) – Current Recruitment status. The clerk advised that this had not been successful and the Consultant had identified the number of hours required to be a major factor and not catching the part time bracket. She also explained that the responsibilities of the role equate to a full time position and the volume of work within the role since the council took over management of HCC proved the need for more hours. Much discussion took place.

**RESOLVED** to increase the role to 37 hours per week at a revised salary of £21,000.00 and to place an advert in the situations vacant classified section of the EDP with further adverts being lodged with NflkALC, NCC and BDC and placed on local notice boards.

(ii) – Current staffing situation. The clerk presented the occupational health report for the current employee absence and advised a further Fitness for Work Statement had just been received.

**RESOLVED** to accept the advice of the report and arrange for a further report to be undertaken in mid-May and to revert to salary in line with contract.

(iii) – Recruitment panel. The clerk advised of the need to consider the recruitment process for the current interim position which expires at the end of June.

**RESOLVED** to appoint with immediate effect and to waive the recruitment process.

**The meeting closed at 8.15pm.**