

HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Staffing Committee held on Tuesday 30th Aug 2016
at 7pm 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

Mr J Knowles

Mrs Kate Leggett (minutes)

Cllr Adams thanked those in attendance and stated that he would be making an announcement at the end of the meeting.

1.0 Apologies for absence

None received

2.0 Declarations of interest and dispensations

None declared

Cllr Grady suggested that Cllr Adams consider a declaration regarding a personal interest in the matters being discussed, but Cllr Adams stated there was no personal interest.

3.0 Public participation

3.0– 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 3.1(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.

No members of the press or public were present at the meeting.

The meeting closed to press and public at 7.05pm.

Minutes of the previous meeting were agreed and signed by the Chairman.

Matters arising

It was asked if the committee were any further ahead with recruiting a temporary clerk and Cllr Gurney stated that she was no closer to finding a temp to cover in the clerk's absence.

4.0 General Matters

4.1 Much discussion took place regarding the appointment of an employment solicitor in connection with current staffing situation

Cllr King had misgivings about shortlisting just one solicitor for this purpose without getting other alternatives.

Cllr Grady made the proposal that we hold the decision in abeyance for discussion at the next meeting.

Cllr Knowles seconded

Agreed.

4.2 Much discussion took place regarding Council Administrator change in role and responsibility levels. It was discussed about placing all employees on the NJC pay scale to facilitate ease of pay grading in the future. Other roles would also be brought in line with these pay scales.

Cllr King proposed that we accept the NJC pay scales banding for future staff recruitment.

Seconded Cllr Knowles.

Voted, all agreed.

Discussions followed regarding other staff and details regarding salary and pensions were explained.

Cllr King suggested that this be a single item on the next agenda so as to be able to discuss it more fully after further investigations have been made by the Council's finance officer.

Cllr Gurney suggested that due to holidays that this be brought to the October meeting. This was agreed.

4.3 The Committee was brought to the attention of one employee regarding their salary. It was agreed that this is to be rectified to fall in line with other staff.

5.0 Exchange of information

5.1 At this point Cllr Adams tendered his resignation from the Staffing Committee and the Parish Council as a whole, with immediate effect.

Cllr Adams left the chambers.

Cllr Britton took the chair.

Much discussion took place relating to current staffing issues.

Following ACAS guidelines for any future requirements was discussed and needs to be agreed at next staffing committee meeting.

More effective monitoring in general was discussed.

A meeting needs to be held with individual staff member regarding long term sick leave.

Cllr Gurney and Cllr Knowles are to arrange meeting with staff members to discuss employment related issues.

Date and time of next meeting Monday 5th September at 7pm.

Meeting closed at 8.39pm.